

# Public Document Pack

**Gareth Owens LL.B Barrister/Bargyfreithiwr**  
Chief Officer (Governance)  
Prif Swyddog (Llywodraethu)



To: Cllr Aaron Shotton (Leader)

CS/NG

Councillors: Bernie Attridge, Chris Bithell,  
Helen Brown, Derek Butler, Christine Jones,  
Kevin Jones and Billy Mullin

8 July 2015

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Dear Sir / Madam

A meeting of the **CABINET** will be held in the **CLWYD COMMITTEE ROOM,**  
**COUNTY HALL, MOLD CH7 6NA** on **TUESDAY, 14TH JULY, 2015** at **9.30 AM** to  
consider the following items.

Yours faithfully

Democracy & Governance Manager

## **AGENDA**

1 **APOLOGIES**

2 **DECLARATIONS OF INTEREST**

3 **MINUTES** (Pages 5 - 24)

To confirm as a correct record the minutes of the last meeting.

TO CONSIDER THE FOLLOWING REPORTS

**STRATEGIC REPORTS**

- 4 **RESIDENTIAL CARE HOME PROVISION** (Pages 25 - 34)

Report of Chief Officer (Social Services) - Cabinet Member for Social Services

**OPERATIONAL REPORTS**

- 5 **CAPITAL PROGRAMME 2014/15 (OUTTURN)** (Pages 35 - 56)

Report of Corporate Finance Manager - Leader of the Council and Cabinet Member for Finance

- 6 **REVENUE BUDGET MONITORING 2014/15 (OUTTURN)** (Pages 57 - 84)

Report of Corporate Finance Manager - Leader of the Council and Cabinet Member for Finance

- 7 **PRUDENTIAL INDICATORS - ACTUAL 2014/15** (Pages 85 - 90)

Report of Corporate Finance Manager - Leader of the Council and Cabinet Member for Finance

- 8 **REVENUE BUDGET MONITORING 2015/16** (Pages 91 - 96)

Report of Corporate Finance Manager - Leader of the Council and Cabinet Member for Finance

- 9 **FOOD SERVICE PLAN FOR FLINTSHIRE COUNTY COUNCIL** (Pages 97 - 164)

Report of Chief Officer (Planning and Environment) - Cabinet Member for Waste Strategy, Public Protection and Leisure

- 10 **EXERCISE OF DELEGATED POWERS** (Pages 165 - 168)

Report of the Chief Executive enclosed.

**FORWARD WORK PROGRAMME - COUNTY COUNCIL, CABINET, AUDIT AND OVERVIEW & SCRUTINY - FOR INFORMATION**

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - TO  
CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC**

The following item is considered to be exempt by virtue of Paragraph(s) 17 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

The report proposes a compulsory purchase and the public interest in withholding the information outweighs the public interest in disclosure pending formal issue of the order.

11 **COMPULSORY PURCHASE OF A PROPERTY** (Pages 191 - 198)

Report of Chief Officer (Community and Enterprise) - Cabinet Member for Housing

The following item is considered to be exempt by virtue of Paragraph(s) 15 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended).

It is not good employment practice or in the public interest for matters the subject of consultation with employees effected and other unions to be discussed in public at this stage of the consultation process.

12 **COMMUNITY AND ENTERPRISE SENIOR MANAGEMENT  
RESTRUCTURE** (Pages 199 - 216)

Report of Chief Officer (Community and Enterprise) - Cabinet Member for Corporate Management, Cabinet Member for Economic Development, Cabinet Member for Housing



## **CABINET** **16 JUNE 2015**

Minutes of the meeting of the Cabinet of Flintshire County Council held at County Hall, Mold on Tuesday, 16 June 2015

### **PRESENT: Councillor Aaron Shotton (Chair)**

Councillors: Bernie Attridge, Chris Bithell, Helen Brown, Derek Butler, Christine Jones and Kevin Jones

### **APOLOGIES:**

Councillor Billy Mullin

### **IN ATTENDANCE:**

Chief Executive, Chief Officer (Community and Enterprise), Chief Officer (Education and Youth), Chief Officer (Governance), Chief Officer (Organisational Change), Chief Officer (Organisational Change), Chief Officer (Planning and Environment), Chief Officer (Social Services) Chief Officer (Streetscene and Transportation), Corporate Finance Manager and Team Manager – Committee Services

### **ALSO PRESENT:**

Councillors: Glyn Banks, Veronica Gay, Ron Hampson, Hilary Isherwood, Rita Johnson, Dave Mackie, Vicky Perfect, David Roney, Nigel Steele-Mortimer and Carolyn Thomas

The Leader of the Council and Cabinet Member for Finance advised that agenda item number 9, School Modernisation, would be brought forward and considered after the minutes of the last meeting.

## **13. DECLARATIONS OF INTEREST**

The Chief Officer (Governance) advised that any Cabinet members who were school governors should declare a personal interest in agenda item number 9. A personal and prejudicial interest would only need to be declared if a Member was a governor of one of the schools listed in the report. Councillor Christine Jones was a governor of John Summers High School which was referred to in the report but this was only as a passing reference and not for debate so that interest was personal only.

Councillors Bernie Attridge, Derek Butler, Christine Jones, Kevin Jones and Aaron Shotton declared personal interests in agenda item number 9 – School Modernisation.

Councillors Bernie Attridge and Chris Bithell declared personal interests in agenda item number 13 – Community Asset Transfers and Capital Support Funding.

Councillor Helen Brown declared a personal and prejudicial interest in agenda item number 22 – Response from the Organisational Change Call in Meeting on the Medium Term Plan for Libraries.

Councillor Aaron Shotton declared a personal interest in agenda item number 24 – Single Status.

#### **14. MINUTES**

The minutes of the meeting held on 19 May 2015 had been circulated with the agenda.

#### **RESOLVED:**

That the minutes be approved as a correct record.

#### **15. SCHOOL MODERNISATION**

The Cabinet Member for Education and provided an update on progress of the School Modernisation Programme to date, with details of the proposed next phase of the review including consultation taking place from June 2015 to June 2016.

The School Modernisation Programme was required because there was a need to:

- Ensure education provision was both high quality and sustainable;
- Improve the quality of school buildings and facilities;
- Provide the right number of school places, of the right type, in the right locations;
- Address unsustainable school buildings and supporting infrastructure;
- Recognise that doing nothing meant higher pupil teacher ratios as funding reduced; and
- Ensure that external funding through the Welsh Government's (WG's) 21<sup>st</sup> Century Schools Programme could be maximised

The key criteria for modernisation which underpinned the details above were:

- Educational improvement;
- Resilient school leadership;
- Suitable buildings;
- Unfilled places; and
- Diminishing resources

There were 17% of surplus places in primary schools with the national and local target being to reduce that to under 10%.

On the issue of funding, the Cabinet Member added that the WG funding criteria for 21<sup>st</sup> Century Schools Programme would only fund modernisation projects. Refurbishments or maintenance projects were not eligible for a grant. However, it was important to note that new schools would not be possible in all areas.

Agreement was sought for formal consultation on closure and other school organisation options for the following schools by September 2016:

- Ysgol Maes Edwin
- Ysgol Llanfynydd

- Ysgol Mornant, Gwespyr Picton

In addition, approval was sought for an area review of the following schools which would follow the process outlined in paragraph 3.04 of the report:

- Area 1 – Brynford CP School Lixwm CP School and Ysgol Rhos Helyg, Rhosesmor
- Area 2 – Nercwys VA School (in relation to faith and community school capacity)

The Chief Officer (Education and Youth) explained that this was a clear example of austerity having an impact on schools and community services which then required difficult decisions to be made. He provided an assurance that each of the schools identified in the report did meet the trigger criteria for review. The decision required today was for that review to commence which would include a dedicated approach to consultation with children and young people, consultation with governors, staff, parents/carers and other stakeholders.

A number of questions had been raised at the recent meeting of Education and Youth Overview and Scrutiny Committee which covered:

- The community impact, particularly on rural communities;
- The possible increase in school transport;
- Was 10% of surplus places realistic in all areas;
- Would a change in school organisation meet future demand; and
- What would the impact be on the Welsh language and the Welsh language education

An assurance had been given at the Overview and Scrutiny Committee meeting that each of the issues would be looked into and reported back. A further report and options appraisal would then be submitted to Cabinet for consideration.

The Cabinet Member for Waste Strategy, Public Protection and Leisure asked if approving the commencement of a review could potentially exacerbate the issue with less parents choosing to send their children to the schools identified in the report. Also, he felt it was easier to move children to a different school in an urban framework that it was in a rural area based on distance and transport. He also asked how much work had been undertaken on predictions for future school places.

The Chief Officer (Education and Youth) explained that Members would not be asked to take a decision on school modernisation unless officers were confident that there were sufficient school places in the area for current pupil numbers and future learners based on the projections carried out. A full environmental impact assessment and transport appraisal would be carried out prior to a future report being submitted to Cabinet. On whether the issue could be exacerbated, the Chief Officer explained that a high level of professionalism from individual schools was expected during the process and stressed the importance of communication and remaining confident during the process which the Council would help to support.

The Leader and Cabinet Member for Finance commented on the recent review undertaken on the 6<sup>th</sup> form provision at Flint where the number of surplus places had in fact reduced following the community working together to retain that facility.

The Cabinet Member for Economic Development said there had been a reluctance from some rural villages in the past to have housing developments in their village which in turn had a knock on effect on the numbers of pupils attending the village schools.

The Leader and Cabinet Member for Finance clarified that if the report was agreed, consultation would begin and end on 19 October with a report being submitted to Cabinet in November. He emphasised that the situation the Council was faced with was as a direct result of continuing cuts from Central Government and WG. Two things were needed which were (1) an understanding of the impact of funding reductions and (2) exploration with the school community on how the funding reductions could be mitigated against.

The Chief Officer (Education and Youth) added that the report to Cabinet in November would include a financial appraisal on the situation for school communities as well as details on federations.

The Deputy Leader and Cabinet Member for Environment asked if the data was available to show the numbers of children who chose not to go to one of the schools listed in the report when it was their nearest school. The Chief Officer (Education and Youth) said that information could be collated for each address in the areas concerned.

The Chief Executive emphasised the importance of the review keeping to the timescales laid out in the report to reduce any risk during the time the review was taking place. He also reiterated that decisions had not been made and were not pre-determined and concurred with the comments of the Leader on the situation with 6<sup>th</sup> form provision at Flint.

The Cabinet Member for Education added that a question had been asked at the Overview and Scrutiny Committee meeting whether the school admissions policy could be changed to direct children to their nearest school. However, by law, parents had the choice to send their children to a school which was not their nearest one so the policy could not be amended.

The Leader and Cabinet Member for Finance said the Cabinet expected the following:

- Consultation to be carried out to all affected;
- What would the situation be the status quo remained; and
- How the funding issues could collectively be mitigated.

**RESOLVED:**

- (a) That the progress for Band A of the 21<sup>st</sup> Century Schools Programme be noted; and



- (b) That the implementation of reviews from June 2015 to June 2016 be approved.

## **16. MEDIUM TERM FINANCIAL STRATEGY**

The Leader and Cabinet Member for Finance presented part one of the latest revision of the Medium Term Financial Strategy (MTFS) which set out the financial forecast for the Council for 2015-2018.

Producing an accurate medium term forecast in a period of fiscal and economic uncertainty was extremely challenging as there was no certainty over future levels of the main revenue support government grant that underpinned the Council's overall funding. Therefore, a number of assumptions had been made in arriving at a forecast.

The Chief Executive explained that the MTFS was in two parts, the first part being the production of a medium term forecast and the second being solutions to the funding 'gaps'.

A summary of the financial picture for the three year period was detailed in the report and predicted a total funding 'gap' of £52.8m. To deal with the projected funding gap, Chief Officers and Cabinet Members had reviewed options for 2016/17 – 2017/18 drawing on the developing business plans for each portfolio which was in addition to work on options for corporate financing choices. It was those options, building on the strategies for organisational change and service reform already being implemented, which would form the second part of the MTFS on solutions to bridging the funding 'gap'.

The report and MTFS had been considered at Corporate Resources Overview and Scrutiny Committee the previous week and would be submitted again to that Committee in July. Full Member engagement on the development of the second part of the strategy was also being planned for the summer months.

The Chief Executive added that the Chancellor would be announcing the emergency Budget on 8 July 2015 with the consequences for Welsh local authorities being known by the autumn / winter.

The Corporate Finance Manager provided details on some of the assumptions made within the MTFS on the national pressures, such as the Council Tax Reduction Scheme, Discretionary Housing Payments, Impacts of Legislation and Case Law and the Independent Living Fund.

The Leader and Cabinet Member for Finance said the MTFS would provide a better understanding for the public on the scale of the financial pressures faced by the Council. He added that a key priority in the Council's Improvement Plan was to ensure the Council was as efficient as possible and said this could be used as a lobbying tool to put a case forward to Central Government and WG. He commented on the impact of some components such as pay increases which were negotiated nationally but were no longer funded nationally. Also business rates which were

collected locally but then put into a pool - the Council needed to be assured that they were receiving the correct share back. Issues such as these would be discussed at the Welsh Local Government Association (WLGA) Conference later that week.

The Deputy Leader said the MTFS sent out a clear message on the financial situation and the loss of services across Wales, which should be used by all Members to lobby both Central and WG. The Chief Executive responded that the MTFS was easier to read which would help in portraying the message from the Council out and he welcomed any feedback on the document.

The Leader and Cabinet Member for Finance said the Member workshop in July would look at the impact on services based on the projected gap over three years of £52.8m. All Members should lobby Central Government and WG over the coming months.

**RESOLVED:**

That part one of the revised Medium Term Financial Strategy and the financial forecasts it makes be received and adopted

**17. YEAR END IMPROVEMENT PLAN MONITONG REPORT (2014/15)**

The Chief Executive introduced the Year End Improvement Plan monitoring reports for the period 1 April 2014 to 31 March 2015.

An overall assessment was provided in the table in the report which was based on the detailed reports.

**RESOLVED:**

- (a) That Cabinet Members note the sufficiency of actions taken to manage delivery of the Improvement Priority impacts; and
- (b) That the following be noted:
  - The levels of progress and confidence in the achievement of key activities which seek to deliver the impacts of the Improvement Plan;
  - The levels of performance against Improvement Plan measures for year end; and
  - The current (net) risk levels and targeted risk levels for the risks identified in the Improvement Plan and the arrangements to control them

**18. YEAR END CHIEF OFFICER PERFORMANCE REPORTS 2014/15**

The Chief Executive presented the 2014/15 year end Chief Officer performance reports which covered the period October 2014 to March 2015.

The contents of the report included:

- Areas of positive performance;
- Areas of concern;

- The Council Improvement Priorities that were not set as an in-year priority;
- Progress for key projects and collaborative areas of work;
- Risk summaries;
- Reporting against findings from internal and external regulatory bodies e.g. Wales Audit Office, Care and Social Services Inspectorate Wales or Estyn; and
- Performance against the statutory national performance indications (NSIs and PAMs).

**RESOLVED:**

- (a) That the mid-year Chief Officer reports be received; and
- (b) That the following be noted:
- Areas of positive performance;
  - Areas of concern;
  - The progress updates for the Council Improvement Priorities that are not set as an in-year priority;
  - Progress updates for key projects and collaborative areas of work;
  - The risks highlighted (including operational, project and collaborative risks);
  - The assessment of any regulatory reports; and
  - Performance against the NSIs and PAMs

**19. LOCAL SERVICE BOARD AND STRATEGIC PARTNERSHIPS PERFORMANCE – END OF YEAR 2014/15**

The Chief Executive introduced the report which highlighted the status of each of the strategic partnerships.

The report detailed the progress against milestones, activities and confidence in outcomes against the four priorities of the Local Service Board.

The reports had been formatted to reflect the good practice adopted by the production of the Council's Annual Performance Report 2013/14 and had taken into account potential improvements raised by the Wales Audit Office (WAO), such as providing a balanced view of performance during the year.

**RESOLVED:**

That the progress made in the end of year reports be noted and the commitments made be endorsed.

**20. ANNUAL COUNCIL REPORTING FRAMEWORK (ACRF)**

The Cabinet Member for Social Services presented the draft annual report on the effectiveness of the Council's social care services and priorities for improvement.

A Member Task and Finish Group had shaped the key messages contained within the report and Members had given a steer on the final style of the document which would be produced in a user friendly style by Double Click.

The overall assessment was that Social Services in Flintshire continued to drive forward service improvement, ensuring an effective range of good quality services that supported and protected vulnerable people.

The Chief Officer (Social Services) said the report would form an integral part of the Care and Social Services Inspectorate Wales (CSSIW) performance evaluation of Flintshire Social Services. The evaluation also informed the Wales Audit Office (WAO) assessment of Flintshire County Council as part of the Annual Improvement Report.

**RESOLVED:**

That the draft report be approved for publication.

**21. EDUCATION INFORMATION TECHNOLOGY REVIEW**

The Chief Officer (Governance) provided results of the consultation with schools on reconfiguring the Education Information and Communication Technology (ICT) Service.

As part of Phase 1 of the ICT review and the adoption of the new operating model it was agreed that:

- Education ICT should be merged with Corporate ICT;
- A review of the service should be undertaken to seek to improve its capacity to meet customer demands; and
- The service would be remodelled to make the 30% savings required of all services.

A period of intense consultation and engagement was undertaken with the school community between January and March 2015. Officers attended the primary and secondary heads federations on several occasions, the Schools Budget Forum, drop in sessions and one to one discussions with headteachers. These resulted in 81% of primary schools and 83% of secondary schools expressing formal support for the proposals.

The Leader and Cabinet Member for Finance asked if the report would be submitted to Education and Youth Overview and Scrutiny Committee. The Chief Officer (Governance) explained that it would be considered at their meeting on 16 July 2015 which allowed implementation to begin prior to the school holidays, subject to any comments that might arise at the Scrutiny Committee meeting.

**RESOLVED:**

- (a) That the proposed new model for the Education ICT service be approved with a start date of April 2016; and

- (b) That delegated authority be given to the Chief Officer (Governance) in consultation with the Cabinet Members for Corporate Management and Education and Youth to revise the scheme to take account of comments made at the Education and Youth Overview and Scrutiny Committee meeting.

## **22. REVENUE BUDGET MONITORING 2014/15 (MONTH 12)**

The Leader and Cabinet Member for Finance provided Members with the latest revenue budget monitoring information for 2014/15 for the Council Fund and Housing Revenue Account based on actual income and expenditure as at month 12. The final outturn for 2014/15 would be presented to Cabinet in July.

The projected year end position, as estimated at Month 12, was:

### Council Fund

- Net in year expenditure forecast to be £2.059m lower than budget; and
- Projected contingency reserve balance at 31 March 2015 of £5.00m

### Housing Revenue Account

- Net in year expenditure forecast to be £0.069m more than budget; and
- Projected closing balance as at 31 March 2015 of £1.906m

The reasons for all movements from Month 10 were summarised in Appendix 1 to the report with the projected variances occurring for the year to date summarised in Appendix 2.

A number of carry forward requests had been identified and were detailed in Appendix 6, all of which were recommended for approval.

The report provided details on the significant budget movement between Month 10 to Month 12, corporate and functional efficiencies, workforce efficiencies, carry forward requests, inflation, monitoring budget assumptions and risks and unearmarked reserves.

Also detailed in the report was the cost for the closure plan for the orphaned site at Sandycroft. The Council was in a position to scope the full cost for the closure of risks and it was confirmed that within the total projected cost of £1.7m the in year liability falling on the Council for closure of risk was £0.800m. This had been included in the closing outturn position.

The position at Month 12 on the Housing Revenue Account (HRA) was an overall projected overspend of £0.069m and a projected closing balance at Month 12 of £1.096m, which at 3.65% of total expenditure satisfied the prudent approach of ensuring a minimum level of 3%.

The Leader and Cabinet Member for Finance, following a comment at Corporate Resources Overview and Scrutiny Committee the previous week, provided clarification that there was no additional funding available this year from the underspend the previous year as the efficiencies were not recurring. The Chief Executive added that the reserve would be used for any in year pressures.

**RESOLVED:**

- (a) That the report be noted;
- (b) That the projected Council Fund contingency sum as at 31 March 2015 be noted;
- (c) That the projected final level of balances on the Housing Revenue Account be noted; and
- (d) That the carry forward requested detailed in Appendix 6 be approved.

**23. BUSINESS RATES – RETAIL RELIEF 2015-16**

The Leader and Cabinet Member for Finance provided details of the 2015-16 Business Rates 'Retail' relief scheme which would provide grants of up to £1,500. Qualifying businesses would now benefit from a 50% increase in grant levels.

The Cabinet Member for Education said this would be welcomed by any struggling local businesses and asked if there was any indication of how many would benefit. The Chief Officer (Community and Enterprise) said she would obtain that information and share it with Cabinet Members.

In response to a comment from the Leader and Cabinet Member for Finance, the Cabinet Member for Economic Development said the scheme would be fully publicised and businesses had already been contacted. Officers could also assist businesses in the completion of the required form.

**RESOLVED:**

That the introduction of the scheme from 1 April 2015 be approved, and 'retail relief' of up to £1,500 be awarded to qualifying businesses for the financial year 2015-16.

**24. COMMUNITY ASSET TRANSFERS AND CAPITAL SUPPORT FUNDING**

The Chief Officer (Organisational Change) provided an update on progress of Community Asset Transfers (CATs). Agreement was sought for the mechanism and thresholds for providing funding support to organisations to assist in their delivery of CATs.

Local Authorities had discretion to dispose of surplus property at less than best condition subject to Member approval. This allowed for the consideration of bids from Community and Voluntary Groups for Council owned property.

The public assets owned by the Council were one of its major strengths. However, the Council must balance the requirement to dispose of surplus or underutilised assets to provide funding for the capital programme with the need to regenerate local communities and encourage social enterprise through the

alternative use of its building and land assets. Asset categories that were appropriate for the CAT were outlined in the report.

The Council recognised that community ownership could play a part in enhancing the local environment and providing opportunities for all sectors of the community and CATS could help to promote public value.

Since the launch of the refreshed CAT process a number of meetings had taken place with Town and Community Councils and other interested groups to explain the three stage process. As at the end of May the following expressions of interest had been processed:

- Number of assets on the CAT list = 403;
- Number of enquiries = 255;
- Expressions of interest received = 65; and
- Moving through to a stage 2 panel = 5.

The intention was to transfer assets on a 27 year lease to the local community with the County Council retaining the freehold interest in the asset. Responsibility for all costs i.e. revenue, running costs, repair and maintenance and any capital costs would pass over to the community group. The asset would be transferred at a peppercorn rent, usually £1.00.

Should the assets be leased out on finance leases, the assets would not be on the Council's balance sheet and the funding given to the community group would not qualify for inclusion in the capital programme.

The overall intention was to create increased community ownership and responsibility for the assets within its location and protect assets in ways which the Council could no longer afford to do. However, such activity would have a positive impact on revenue as it would reduce its ongoing maintenance burden for a number of years.

Details on the asset type and suggested funding allocations were outlined in the report.

In progressing a CAT the Council would encourage organisations to work together to develop one business model for the asset transfer of the site or building, however, if that could not be achieved then the CAT scheme would consider separate business models. In normal circumstances a priority would be given to an organisation who was the current or most recent leaseholder.

The Leader and Cabinet Member for Finance said it was imperative that communities were supported through any CAT process and asked if the report would be submitted to the Organisational Change Overview and Scrutiny Committee. The Chief Officer (Organisational Change) explained that the report would be submitted to that Committee in July.

The Cabinet Member for Education commented that not many expressions of interest appeared to be progressing to stage two. He asked if the leases would be

standard or specific to each CAT and did the Council have sufficient resource to carry out the required processes.

The Chief Officer (Organisational Change) explained that the timeframe to reach stage 2 was approximately 9-12 months and the process had been in place for 9 months. Approximately five business plans were expected to be considered at each stage 2 panel. A model legal document would be prepared which would then be completed for each CAT and signed off by Legal Services at the end of the process.

In response to a question from the Cabinet Member for Waste Strategy, Public Protection and Leisure, the Chief Officer (Organisational Change) explained that work did not have to be carried out by council approved contractors but there would be certain standard requirements such as company insurance. In response to a further question, the Chief Officer explained that the Council was working closing with Flintshire Local Voluntary Council who were providing an appropriate course and helping organisations to submit expressions of interest.

**RESOLVED:**

- (a) That the allocation of capital funding to act as 'pump priming' to community organisations for capital work with £500,000 allocated in 2015/16 and 2016/17 be supported; and
- (b) That the funding thresholds detailed in paragraph 3.03.1 of the report be supported.

**25. USE OF COMMUTED SUMS**

The Cabinet Member for Housing provided details on the proposed utilisation of commuted sums which were derived for the purposes of providing affordable housing.

A commuted sum was an amount of money paid by a developer to the Council, where the size or scale of a development triggered a requirement for affordable housing but it was not possible to achieve appropriate affordable housing on the site. That route would be followed only where more direct provision of affordable homes had been explored and the Council was satisfied that it was not workable given the particular circumstances of the proposed development.

The money would be used to provide affordable housing on an alternative site and the principles applied in the collection and use of payments would be dealt with through a Section 106 legal agreement.

Where a commuted sum was to be considered, the onus was placed on the applicant to demonstrate why it was not possible to provide the affordable housing on-site.

Committed sums would be earmarked to enable the provision of affordable housing through a variety of means which were outlined in the report. A record



would be kept and monitored of all sums received and how they had been spent through the Council's monthly capital monitoring exercise. The Council's Assets Programme Board would also receive reports and act as the approving body for schemes.

The Cabinet Member for Education asked if commuted sums could be used for schemes outside of the area in which it was provided for. The Chief Officer (Community and Enterprise) explained that the relevant Town or Community Council would be approached to determine if there was a requirement for affordable housing in that area and if there wasn't, alternative areas would be considered after a period of two years. This was to ensure that the money was not returned to the developer which was a requirement if after five years it had not been spent for the purposes provided.

**RESOLVED:**

- (a) That the process for the acceptance, calculation use and monitoring of commuted sums as outlined in the report and Local Planning Guidance Note No. 9 – Affordable Housing, be approved; and
- (b) That the revised Local Planning Guidance Note No. 9 be approved.

**26. COMMUNAL HEATING CHARGES**

The Cabinet Member for Housing provided details on the proposed heating charges to the communal Housing Revenue Account (HRA) properties in 2015/16.

The Council had been able to purchase gas this year at a reduced price and Members were asked to approve a decrease in the weekly heating charge across all 9 of the communal heating schemes, full details of which were in the report.

**RESOLVED:**

- (a) That any refunds as a rent credit if the tenant is in rent arrears or a cheque refund if the rent account is up to date be applied; and
- (b) That a decrease in the weekly heating charges as detailed in the table in the report be approved.

**27. SPEED LIMIT REVIEW – PROGRESS REPORT**

The Deputy Leader and Cabinet Member for Environment provided details on the progress made on the County wide Speed Limit Review for the classified (A and B) road network.

At Cabinet in July 2013 a proposal to complete a programme of speed limit reviews was approved to be done within a two year period. However, progress on the project had been slower than expected due a number of reasons which were outlined in the report.

Of the 37 sites identified as requiring a change to the existing speed limit order, five had been completed, seven were committed and would be completed within the next three months and 25 had yet to be ordered and advertised. It was now necessary to develop a new programme and method of delivery in order to complete the work at the earliest possible opportunity.

To expedite the work, it was proposed that the Council engage an Agency Engineer who was capable of designing the new speed limits, creating the legal orders and arranging the necessary consultation process. It was expected that the Engineer would be capable of progressing the outstanding schemes to completion within six months with a revised completion date of 30 November 2015.

The Chief Officer (Streetscene and Transportation) said the estimate costs of completing the remaining routes was £180k and the cost of engaging the Agency Engineer was approximately £30k. The Welsh Government Prudential Borrowing Initiative (PBI) scheme was no longer available and all of the available funding had been utilised for other highway improvement schemes across Flintshire. The costs for completing the speed limit review would therefore be met from the Streetscene and Transportation budget and an in-year budget pressure would be created as a result.

Progress against the new timetable would be monitored monthly by the Cabinet Member for Environment.

The Cabinet Member for Education asked why the status of some of the schemes listed on the appendix to the report said 'To be re-advertised'. The Chief Officer (Streetscene and Transportation) said he would find out the details and provide a response to Cabinet Members. On a further question about objections received, the Chief Officer explained that each review was open to objections as part of the process to be followed. Most objections were dealt with by negotiation with the objector and minor amendments being made to the proposals.

#### **RESOLVED:**

That the revised completion date for the project and the engagement of the Agency Engineer to carry out the work required to deliver the speed limit review within the revised timescale be approved.

## **28. PROPOSED SOLAR FARMS AT FORMER LANDFILL SITES**

The Cabinet Member for Waste Strategy, Public Protection and Leisure provided information on the sites which had been identified as being potentially suitable to install renewable energy systems and sought approval to proceed to the detailed business / feasibility stage and the submission of outline planning applications for both of the sites.

Two former landfill sites at Standard and Brookhill in Buckley had been identified as potential locations for solar farms, both of which were relatively straightforward to progress.

Due to the close proximity of Brookhill landfill site to Alltami Depot, it was feasible for the electricity generated at Brookhill to be connected via a “private wire” arrangement to Alltami Depot, eliminating the current £100k annual electricity costs at the site. The provision of a “private wire” connection between Brookhill and Alltami Depot would open up further opportunities for the use of an electric vehicle fleet by the service and the provision for charging points within the Depot.

**RESOLVED:**

- (a) That the two projects be supported and the development of the detailed feasibility and business cases through the engagement of specialist support through the APSE energy initiative to provide the necessary financial and legal due diligence checks be approved;
- (b) That a further report be submitted to Cabinet following completion of the feasibility and final business case work which recommends the most appropriate financing arrangement and seeks final approval for the project; and
- (c) That the submission of an outline planning application for the solar farm schemes at Standard and Brookhill landfill sites be approved.

**29. UPDATE ON THE COUNCIL’S HIGHWAY ASSET MANAGEMENT PLAN (HAMP)**

The Deputy Leader and Cabinet Member for Environment provided an update on the progress made on the Highway Asset Management Plan (HAMP) Improvement Plan and sought approval for the targeted allocation of both revenue and capital funding to the most appropriate asset on the network, utilising the principles of the HAMP to guide the outcome.

In January 2012 Welsh Government (WG) announced a new initiative to provide additional highway funding to each Council in Wales to address the long standing maintenance backlog and carry out significant highways improvements on the network. The Council used its HAMP to inform the bids that were submitted to WG to secure £8.4m of funding. To ensure that funding was targeted at the assets with the greatest need, an internal risk workshop assessed the key risks associated with each individual asset on the network which included: structures; street lighting; carriageway and footways.

A risk workshop would take place on 9 June 2015 to risk score all of the individual asset requirements which prioritised the work required and to ensure those schemes with the greatest economic and environmental benefits were put forward against the various allocations.

A table in the report showed the provisional allocation of this year’s budget of £1,589,000 to deal with this year’s pressures. In addition to the ongoing maintenance requirements of the network, five highway subsidence scheme had been identified which would require funding to prevent ultimate failure of key routes. Details of those schemes were outlined in the report.

Subject to the outcome of the workshop, the first scheme would be completed during the current year and the remaining subsidence scheme would be completed in priority order over the following years.

**RESOLVED:**

- (a) That the updated Highway Asset Management Plan (HAMP) Improvement Plan be approved;
- (b) That the reallocation of funding across the Highway Asset Groups as dictated by the risk based approach detailed in the report be approved; and
- (c) That a further report be presented to Cabinet with the details of the individual annual asset allocations each year following the risk workshop.

**30. DEVELOPER GUIDANCE NOTE: SPECULATIVE HOUSING DEVELOPMENT PROPOSALS**

The Chief Officer (Planning and Environment) provided details on planning guidance to be issued to developers in the event that they were proposing to submit speculative applications for housing development due to a lack of a five year housing land supply.

The guidance note had been produced in order to ensure that if developers were considering the submission of applications because of the land supply position, then they must fully justify their case that their proposal warranted making an exception to the Unitary Development Plan and represented a sustainable form of development.

The content of the guidance note was self-explanatory and was specifically designed to ensure that developers provided full information to justify their proposals in order that the Council could give their applications appropriate consideration, given that they were essentially exceptions to the development plan.

**RESOLVED:**

- (a) That the content of the Developer Guidance Note for use in supporting the Development Management process in dealing with applications for speculative development, made on the basis of a sub 5 year land supply be approved; and
- (b) That delegated authority be given to the Chief Officer (Planning and Environment) to make any necessary changes to allow the guidance note to be finalised for publication.

**31. REQUEST FOR DELEGATED AUTHORITY UNDER PART 1 OF THE HOUSING (WALES) ACT 2014**

The Cabinet Member for Waste Strategy, Public Protection and Leisure introduced the report which sought approval of the delegation of additional powers to

the Chief Officer (Planning and Environment) under Part 1 of the Housing (Wales) Act 2014.

The main elements of the Act included regulation of the private rented sector; reform of homelessness law; including placing a stronger duty on local authorities to prevent homelessness; a duty on local authorities to provide sites for Gypsies and Travellers where a need had been identified; introduction of standards for local authorities on rents, service charges and quality of accommodation and reform of the Housing Revenue Account Subsidy system.

**RESOLVED:**

- (a) That the powers under Part 1 of the Housing (Wales) Act 2014 be delegated to the Chief Officer (Planning and Environment);
- (b) That delegated authority be automatically delegated to the Chief Officer (Planning and Environment) in respect of any subsequent Regulations made under Part 1 Housing (Wales) Act 2014;
- (c) That delegated authority to set fees and charges for Part 1 regulation and enforcement be provided to the Chief Officer (Planning and Environment) in conjunction with the Cabinet Member; and
- (d) That the Chief Officer (Planning and Environment) be authorised to delegate the powers to other appropriately trained and competent officers within the Council by providing them with relevant authorisations.

**32. GWAENYSGOR CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN**

The Deputy Leader and Cabinet Member for Environment introduced the report which sought approval of the Gwaenysgor Conservation Area Appraisal and Management Plan.

Gwaenysgor was one of eight villages with conservation areas that had been previously selected for initial appraisal and public engagement work. Due to its compact size, the fact that Gwaenysgor had one of the earliest designated conservation areas, and the fact that public expectation had previously been raised as part of earlier community consultation, Gwaenysgor was selected as the first to bring forward a management plan for, with others to follow in the future.

The Chief Officer (Planning and Environment) added that an Article 4 Direction to achieve control over the future replacement of features such as windows and doors to reinstate the lost architectural character would be introduced through the planning process with a report also being submitted to Cabinet.

**RESOLVED:**

- (a) That the Gwaenysgor Conservation Area Appraisal and Management Plan be endorsed;

- (b) That the principle of making an Article 4 Direction be endorsed; and
- (c) That delegated authority be given to the Chief Officer (Planning and Environment) to make necessary changes to allow the report to be finalised for publication.

**33. RESPONSE FROM THE ORGANISATIONAL CHANGE CALL IN MEETING ON THE MEDIUM TERM PLAN FOR LIBRARIES**

The Chief Officer (Governance) provided details on the result of the call in of decision number 3173 – Medium Term Plan for Libraries – Proposal to Develop a New Hub Library at Deeside Leisure Centre and to Relocate Hawarden, Mancot and Queensferry Libraries.

The Overview and Scrutiny Committee was satisfied with the explanation received and the decision makers had been informed that the decision could be implemented.

**RESOLVED:**

That the decision of the Organisational Change Overview and Scrutiny Committee on the Medium Term Plan for Libraries – Proposal to Develop a New Hub Library at Deeside Leisure Centre and Relocate Hawarden, Mancot and Queensferry Libraries be noted.

**34. EXERCISE OF DELEGATED POWERS**

An information report on the action taken under delegated powers was submitted. The action were as set out below:-

Community and Enterprise

- **51, 51a, 51b, 51c Mold Road, Buckley**  
Entering into an additional private sector lease to provide adequate levels of smaller accommodation units to enable the Local Authority to meet the requirements of the Housing (Wales) Act 2014 to prevent and alleviate homelessness.

Organisational Change

- **Security Fence to Westwood School**  
The provision of a security fence to areas of Westwood School to prevent unauthorised access.

Planning and Environment

- **Animal and Pest Control Fees and Charges 2015/16**  
Omission of Animal and Pest Control Advisory Visit Fee from full list of Fees and Charges approved for 2015/16.

### Streetscene and Transportation

- **A5119 Mold – King Street Speed Limit**

To advise Members of an unresolved objection received following the advertisement of the proposals to reduce the speed limit on the A5119 between Leadmills and the traffic signals at Rhyd y Galed, and to recommend that Members overrule the objection.

#### **RESOLVED:**

That actions taken under delegated powers be noted.

### **35. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 – TO CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC**

#### **RESOLVED:**

That the press and public be excluded for the remainder of the meeting for the following item by virtue of exempt information under paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

### **36. SINGLE STATUS**

The Chief Executive presented the closure report on the Single Status project and outlined the work-streams to be continued post project closure. He also reported the financial outcomes of the implementation of the Single Status Agreement.

#### **RESOLVED:**

- (a) That the Project Closure Report be received to formally close the Single Status Project;
- (b) That plans for the closure of the incomplete work-streams be approved:
  - Completion of COT3 signings;
  - Completion of appeals and maintenance applications;
  - Completion of negotiations and agreement of issued Equal Pay claims;
  - Re-issue of contracts of employment; and
  - Completion of the review of relief workers and any accrued rights
- (c) That the governance arrangements for maintaining the Single Status Agreement be approved;
- (d) That the financial reconciliation for the Equal Pay/Single Status Financial Reserve be noted;
- (e) That the balance remaining in the Equal Pay/Single Status Financial Reserve be set aside as firstly a contingency for any future liabilities arising from the incomplete work-streams and secondly, as an earmarked reserve for the payment of the next phase of exit costs for employees leaving the employment of the Council through the voluntary redundancy programme or as a

consequence of service reviews flowing from the portfolio business plans for 2015/16 – 2017/18;

- (f) That Welsh Government be advised that capitalisation will no longer be needed to assist with the costs of settling Equal Pay; and
- (g) That the updated financial forecast for the future year impacts of the Single Status Agreement to be included in the revised Medium Term Financial Strategy be noted.

**37. RESTRUCTURE OF INFORMATION AND COMMUNICATION TECHNOLOGY**

The Chief Officer (Governance) introduced the report on the streamlined establishment structure for the Information and Community Technology (ICT) service.

**RESOLVED:**

That the streamlined structure be approved.

**38. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE**

There were 28 members of the public and two members of the press in attendance.

(The meeting commenced at 9.30am and ended at 12.50pm)

.....  
**Chairman**



## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:**           **CABINET**

**DATE:**                   **14<sup>TH</sup> JULY 2015**

**REPORT BY:**           **CHIEF OFFICER, SOCIAL SERVICES**

**SUBJECT:**               **RESIDENTIAL CARE HOME PROVISION**

### **1.00 PURPOSE OF REPORT**

1.01 To seek Cabinet approval to begin a review of Residential Care Home provision in Flintshire as both a commissioner and as a provider.

### **2.00 BACKGROUND**

2.01 There is a statutory duty on local authorities to ensure a sufficient supply of Care Home provision within its area. With reductions in local supply within the independent sector, and budget pressures on the Council, a review is timely. Issues behind a review include:

- The need to deliver significant service efficiencies as a result of budget reductions to the council
- The need to consider the commissioning role of the Council
- The ongoing development of Extra Care in Flintshire as a partial alternative to Residential Care
- Recent reductions in Independent Sector Care home bed capacity
- The increasing number of people with dementia and complex care needs
- The comparative high cost of delivering In House Residential Care
- The need to maximise the numbers of people supported in community settings in response to the Social Services and Wellbeing Act (2014)
- The Council's action plan in response to the Older People's Commissioner for Wales Review (A Place to Call Home - A Review into the Quality of Life and Care of Older People Living in Care Homes in Wales)

2.02 A period of initial engagement with all stakeholders is proposed to review the issues behind residential care provision and demand, and to set scenarios for an affordable, high quality and sustainable supply of local Residential Care. The feedback from this exercise will help scope the review to follow.

### **3.00 CONSIDERATIONS**

#### **3.01 Assessment of the local Market as Background to the Review. The Care Home market in Flintshire.**

3.02 The overall Care Home market in Flintshire can be summarised as having the following features:

- High occupancy rates
- Low numbers of vacancies
- Long standing local businesses with very limited potential for expansion on current sites
- Significant challenges with staff recruitment and retention
- A small pool of Registered Managers in North Wales with a high turnover

#### **3.03 Local Authority Residential Care**

3.04 Flintshire Local Authority Residential Care is provided in 3 Care Homes as below:

1. Marleyfield House, Buckley, 32 Residential, including 10 EMI Residential.
2. Croes Atti, Flint, 30 Residential, including 8 EMI Residential.
3. Llys Gwenffrwd, Holywell, 30 Residential Beds.

3.05 This has been the stable position since 2008 when Hafan Glyd Residential Care Home in Shotton was closed and re-provided through the development of Lys Eleanor Extra Care scheme on the same site, slightly later in 2009.

3.06 The three above Local Authority Residential Care Homes Are registered for 92 residential places. Of these:

- 45 people are supported with residential care needs
- 18 places support people with specialist dementia care needs
- 12 variations for people with dementia related needs
- 17 places are used flexibly to provide respite to support carers, short term care, reablement, step down beds, and assessment beds.

3.07 Generally, occupancy is high in all three Homes, the one exception being Llys Gwenffrwd in Holywell which often carries 3 vacancies as there are staffing challenges with supporting people with dementia across three floors of a single building. The reablement and step-down' beds are in constant demand, and care home staff work in conjunction with community based staff to enable individuals to regain the skills and confidence to return home.

- 3.08 Flintshire Care Homes are popular within their local areas and often are well considered by local people. There is a waiting list for long term places with the majority of individuals on the list residing within the catchment area of each Home. On average there are seven people recorded as waiting for a place in one of the Councils Homes but the majority of these are waiting for a place in one of the EMI residential units, (based at Croes Atti, and Marleyfield House)
- 3.09 All three Care Homes are decorated and maintained to a reasonably good standard. The internal space within all three Homes is considered good, each Home provides opportunity for choice of lounge and sitting areas. All three establishments have a number of ensuite rooms available. Croes Atti and Marleyfield House are on ground levels, with Llys Gwenffrwd bedroom accommodation across three floors. Whilst this home has a lift, it is problematic to properly support individuals with high levels dementia on the top floor. In addition Llys Gwenffrwd has two ramped areas that can impact on independence. Llys Gwenffrwd has a separate and well used reablement unit.
- 3.10 Independent Sector Residential Care
- 3.11 In Flintshire there are currently 6 Independent Sector Care Homes registered for Residential Care offering a total of 260 placements. Occupancy is consistently high with only one or two vacancies at any time in any home.
- 3.12 There are a further 8 Homes registered to deliver specialist Dementia care offering 184 placements with a further 8 places in a small unit within an Independent sector Home, making a total Independent EMI Residential provision of 192 placements. Occupancy in this category of care is also consistently high with an average of less than 5 places available at any time. All these Providers are small long standing local businesses with strong connections to communities but with often very limited potential for expansion on current sites.
- 3.13 Flintshire County Council currently fund 109 people in independent Residential Care Homes in Flintshire so it commissions 42% of the available places. Likewise Flintshire fund 106 people in EMI Residential Care Homes so commission 55% of available placements in this category of care. Therefore in total the Council commissions 48% of available residential provision in Flintshire. The remaining places are filled by self-funding individuals or placements by neighbouring Authorities in England and Wales.
- 3.14 Flintshire fund 38 people in Care Homes outside Flintshire boundaries in Residential Care Homes and specialist EMI Residential care Homes indicating that most people who need Residential Care Services choose to remain living within Flintshire. This level of funding of placements outside Flintshire's boundaries is very much in line with

peer authorities and the vast majority of these placements are with our immediate neighbours, Denbighshire and Wrexham, in Homes close to our boundaries.

3.15 Independent Sector Nursing Care

3.16 The provision of nursing care is provided under a different category of Care and Social Services Inspectorate Wales (CSSIW) registration. The lead Commissioner for Nursing Home provision is Betsi Cadwallader University Health Board (BCUHB) through Continuing Health Care Funding. Local Authorities do not generally provide nursing care and all the provision is in the independent sector in Flintshire. In the county 7 General Nursing Homes offer 150 places and 2 EMI Nursing Homes provide 58 places. The majority of Nursing homes in Flintshire are dual Registered providing Residential and Nursing Care. Flintshire currently fund 51 people in local Nursing homes so only 25% of locally commissioned places are funded by Flintshire Council.

3.17 The Nursing Home sector is similarly characterised by small local businesses that have been established over many years, which is in many ways a strength with strong connections to the local community. Only two Nursing Homes in Flintshire are owned by a large national Care Provider.

3.18 Market Stability

3.19 The Care Home sector in Flintshire has had some challenges as is the case for the rest of Wales, and the U.K. In September 2014 on medium sized Residential Home registered for 42 places closed down and remains on the market for sale. One General Nursing home has been for sale for a 3 year period and attempts to secure a sale have to date not succeeded. An EMI Nursing Home which was closed in 2013 following concerns about poor standards of care, remains empty to date in East Flintshire.

3.20 The most significant problem facing the whole of the Residential sector in Flintshire, and the rest of the country is staff recruitment and retention, including recruitment of Registered Managers and Nurses. Similarly there is a shortage of experienced Nurses within the Nursing Home sector with a high use of Agency staff which can lead to a lack of continuity in care in Nursing Homes.

3.21 As part of the CSSIW regulatory requirements each establishment is required to have a registered manager. There is a very small pool of experienced Registered Managers in North Wales and turnover is high. Good leadership is key to delivering high quality care provision and access to relevant training and mentoring for Registered Managers is key.

- 3.22 The needs of people supported in Residential Care
- 3.23 The Council is increasingly supporting more people to remain living in their own homes. Services, including Reablement, Telecare, Falls Prevention and the Living Well Service are successfully supporting people, including those with complex needs and/or dementia, to live good quality independent lives in the community. The latest available performance data shows that Flintshire has a rate of 16.02 people aged over 65 supported in a Care Home compared to a National Welsh average of 20.63. On 31<sup>st</sup> March 2015 Flintshire supported 470 people in Care Homes (including short term placements). The comparative position for Care Home placements reflects Flintshire's strategic intent to support people to live as independently as possible.
- 3.24 However, it is the case that the profile of those entering Residential Care is one of far more increasingly older people, (average age 85 years), who are frail with complex health needs or advanced dementia. Although many older people entering Care Homes have good family links living locally within Flintshire, a growing number of residents have little or no family contact. This is often the picture within the specialist dementia care settings where Managers report that resident's partners are equally frail and struggle to maintain regular contact. The dependency of residents is constantly increasing within the Care Home sector.
- 3.25 The prevalence of dementia dramatically increases with age. It is estimated that the prevalence of dementia is:
- 1 in 9 people aged 80-84yrs
  - 1 in 5.5 people aged 85-89yrs
  - 1 in 3 people aged 90-94yrs
  - 1 in 2.5 people aged 95yrs+
- 3.26 Based on current population projections there would be a 40% increase in the number of people with dementia by 2025. The average cost of dementia is estimated at £32,000 per person of which £12,500 per person relates to social care costs. Whilst these projections should be seen as a 'worst case scenario' rather than an expected outcome, we need to ensure that services are able to live good quality lives in the community. We also need to recognise the complexity, and high level of need, of people approaching Social Services meaning that there is the potential for increased demand for EMI Residential Care and Nursing Care.
- 3.27 When considering the needs of people in Care Homes it is also necessary to consider their expectations. It is the case that people's expectations are changing. This is magnified through the charging framework for Care Homes which means that there are a high number of self-funders who pay their own fees and often have understandable expectations as to what they get for their money. Any considerations

over the future of Care Homes needs to take account of the expectations of people which often includes having their own ensuite facilities and the general fabric and presentation of the building and garden space as well as the models of care – with a strong emphasis on person centred support rather than a more traditional task and finish orientated approach.

- 3.28 Any considerations relating to In House Residential Care in Flintshire will need to take account of day care provision at Croes Atti and Marleyfield. In terms of day care provision we are seeing an increasing trend of people choosing alternative options to traditional day care, whether that be through accessing community support or direct payments, whilst at the same time we are now taking a more targeted approach to day care provision. In March 2015 there were, on average, 90 vacant day care sessions per week across the 2 Care Homes that provide day care. One session equates to half a day provision.
- 3.29 New approaches to supporting people: Extra Care
- 3.30 Flintshire has already developed two Extra Care Schemes which offer 111 high quality apartments (96 general needs and 15 Dementia units) at Lys Eleanor Shotton and Lys Jasmine, Mold. The Shotton scheme with 50 units was opened in 2009 as an alternative to the Hafan Glyd Residential Care residential care home. The Mold scheme opened in 2013, and in addition to 49 general needs units offers 15 specifically designated for people living with Dementia. (The number of people supported in extra care will be greater than these numbers as some couples are supported in extra care).
- 3.31 We plan to open a further 74 apartments in a new Extra Care scheme in Flint which will include a further 15 apartments for people with dementia. The council is also committed to develop a fourth scheme of approximately 50 to 60 units of extra care in Holywell, again offering enhanced housing and support services to keep individuals living in the community longer. It is expected that the extra care development in Flint will open in the first 6 months of 2017 and, subject to agreement, Holywell later that year.
- 3.32 Extra Care provides better housing, ensures greater independence and choice for Older People and is clearly a very valuable asset in the council's preventative agenda when planning for the future. Demand for this type of provision is high and is seen in the vast majority of cases as "a home for life". It should be recognised that estimates are that one third of those moving into an extra care setting have significant social care needs, one third have modest needs and one third are reasonably independent. With this context, extra care can be seen as a significant factor in utilising this model of support as a real alternative to long term care provision.

3.33 The cost of Residential Care

3.34 The true cost of residential care has been a matter of contention. However regional work to develop a fee setting methodology for independent Sector Care Home provision across North Wales is well developed and provides a clear framework for reflecting regional costs.

3.35 The position for In House Residential Care is that unit costing work was carried out to establish a comparative weekly cost. There are some caveats placed on the following information which should be regarded as providing an illustrative snapshot of in House Care Home costs in 2013, which will require updating.

3.36 The best available comparison between In House and Independent Sector residential care home costs is therefore as below:-

Weekly cost	Fee Paid to Independent Sector	Indicative In House Care Home provision
Residential care	£465.90	£606.01
EMI Residential	£509.72	£805.16

3.37 It is accepted that the unit costs for the Council Care Homes are higher than in the independent sector, in the main due to staff terms and conditions and the relatively high cost of facility services. The In House Care Homes have a Service Level Agreement (SLA) agreement in place with Facilities Services who provide the utility support services. This has been a long standing arrangement, which is of high quality but the service is expensive. There is an expectation that the facilities Alternative Delivery Model (ADM) service review will enable some efficiencies to be made.

3.38 In House Residential Care

3.39 The future of In House Residential Care in Flintshire needs to be considered within the context of a very challenging financial climate, the known demographic pressures particularly increasing levels of dementia and with the development of new models of care, particularly extra care this is both desirable and necessary. There is absolutely a need to ensure stability in the Care Sector within the context of available resources and potential service demand. Plainly the interests and rights of residents are fundamental to this discussion and any considerations of change.

3.40 A number of potential scenarios have started to be developed by Officers which include:

- Retaining all In House Care Home provision
- Investing in the in House Care Homes
- Decommissioning all the In House Care Homes
- Retaining 1 and decommissioning 2 Homes
- Retaining 2 and decommissioning 1 Home
- Releasing all or some of the Homes as ongoing concerns – sale, transfer, alternative delivery model

These should not be seen as options, nor are they an exhaustive list. They are initial potential scenarios that may warrant consideration.

#### **4.00 RECOMMENDATIONS**

- 4.01 Cabinet agree that the Council enters into an initial engagement exercise with stakeholders about the future market provision of Residential Care Home provision in Flintshire.

#### **5.00 FINANCIAL IMPLICATIONS**

- 5.01 There are no specific financial implications although carrying out the initial consultation exercise is a necessary stage in taking forward the process of review as part of the Medium Term Financial Strategy of the Council.

#### **6.00 ANTI POVERTY IMPACT**

- 6.01 None at this stage.

#### **7.00 ENVIRONMENTAL IMPACT**

- 7.01 None.

#### **8.00 EQUALITIES IMPACT**

- 8.01 None at this stage.

#### **9.00 PERSONNEL IMPLICATIONS**

- 9.01 None at this stage.

#### **10.00 CONSULTATION REQUIRED**

- 10.01 Initial consultation with Social and Health Overview and Scrutiny Committee and other members of the Council regarding the form and nature of the initial consultation exercise.

- 10.02 Full consultation with all stakeholders including residents, families, staff, trade unions, local communities, partners, politicians, the CSSIW and the Older People's Commissioner will then be required as part of the exercise.



**11.00 CONSULTATION UNDERTAKEN**

11.01 None at this stage, as if agreed the initial consultation exercise will in itself provide every opportunity for full consultation.

**12.00 APPENDICES**

12.01 None

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

None

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:**            **CABINET**

**DATE:**                    **TUESDAY, 14 JULY 2015**

**REPORT BY:**            **CORPORATE FINANCE MANAGER**

**SUBJECT:**                **CAPITAL PROGRAMME 2014/15 (OUTTURN)**

### **1.00 PURPOSE OF REPORT**

1.01 To provide Members with the outturn capital programme information for 2014/15.

### **2.00 BACKGROUND**

2.01 The Council approved a Housing Revenue Account (HRA) capital programme for 2014/15 of £12.106m and a Council Fund (CF) capital programme of £20.970m at its meeting of 18<sup>th</sup> February 2014.

2.02 For presentational purposes the capital programme is shown as a whole, with sub totals for Council Fund and HRA. In reality the HRA programme is ring-fenced and can only be used for HRA purposes.

### **3.00 CONSIDERATIONS**

#### **3.01 Programme - Changes since Budget approval**

3.01.1 The table below sets out how the programme has changed during 2014/15. Detailed cumulative information relating to each programme area is provided in Appendix A, and summarised below:-

<b>REVISED PROGRAMME</b>	<b>Original Budget 2014/15</b>	<b>Rollover from 2013/14</b>	<b>Changes (Previous)</b>	<b>Changes - This Period</b>	<b>Rollover to 2015/16</b>	<b>Savings</b>	<b>Revised Budget 2014/15</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Chief Executives	0.015	0.007	0	0	(0.006)	0	0.016
People & Resources	0.075	0.086	(0.013)	(0.002)	0	(0.060)	0.086
Governance	0.795	0.935	0	0.008	(0.445)	0	1.293
Education & Youth	9.228	2.212	(0.291)	0.056	(1.087)	(0.018)	10.100
Social Care	0	0	0.642	0	0	0	0.642
Community & Enterprise	2.848	2.654	2.747	0.277	(0.513)	0	8.013
Planning & Environment	1.709	0.923	(0.819)	0.625	(0.507)	0	1.931
Transport & Streetscene	5.345	0.578	0.911	0.325	(0.089)	0	7.070
Organisational Change 1	0	0.038	0.015	0.367	(0.033)	0	0.387
Organisational Change 2	0.955	0.301	0.025	0.134	0	0	1.415
<b>Council Fund Total</b>	<b>20.970</b>	<b>7.734</b>	<b>3.217</b>	<b>1.790</b>	<b>(2.680)</b>	<b>(0.078)</b>	<b>30.953</b>
<b>Housing Revenue Account</b>	<b>12.106</b>	<b>0.000</b>	<b>0.325</b>	<b>0.075</b>	<b>0.000</b>	<b>0.000</b>	<b>12.506</b>
<b>Programme Total</b>	<b>33.076</b>	<b>7.734</b>	<b>3.542</b>	<b>1.865</b>	<b>(2.680)</b>	<b>(0.078)</b>	<b>43.459</b>

### 3.02 Rollover from 2013/14

- 3.02.1 Rollover occurs when schemes due to be completed in a given financial year are delayed, possibly due to procurement issues/weather or if funding from external sources is altered e.g. rephasing of Welsh Government (WG) grants and are therefore not completed until the following year.
- 3.02.2 Revised rollover sums of £5.830m were agreed in year as part of the quarterly reports to Cabinet and of £1.904m as part of the outturn report to Cabinet on 15<sup>th</sup> July, 2014, giving a total rollover amount of £7.734m.
- 3.02.3 For rollover into 2015/16 see Section 3.05.

### 3.03 Changes during this period

- 3.03.1 Changes during this period have resulted in a net increase in the programme total of £1.865m (CF £1.790m, HRA £0.075m). A summary of the changes, showing major items, is shown in the table below -

<b>CHANGES DURING THIS PERIOD</b>		<b>£m</b>
<b><u>COUNCIL FUND</u></b>		
<b>Increases</b>		
Town Centre Regeneration - Introduction of Grant Funding		0.523
Engineering - Introduction of Grant Funding		0.509
Play Areas - Introduction of Funding		0.361
Highways - Introduction of Grant Funding		0.334
Sustainable Waste Mgt - Introduction of Grant Funding		0.315
Other Aggregate Increases		0.360
		2.402
<b>Decreases</b>		
Transportation - Reduced Need for Grant Funding		(0.307)
Private Sector Renewal - Reduced Need for Grant Funding		(0.246)
Other Aggregate Decreases		(0.059)
		(0.612)
<b>Total</b>		<b>1.790</b>
<b><u>HRA</u></b>		<b>£m</b>
<b>Increases</b>		
Other Aggregate Increases		0.103
		0.103
<b>Decreases</b>		
Other Aggregate Decreases		(0.028)
		(0.028)
<b>Total</b>		<b>0.075</b>

- 3.03.2 At outturn, in Capital Programme monitoring, changes need to be made to ensure budgets are aligned to actual expenditure and the relevant funding source. This is the case with the vast majority of the movements above.
- 3.03.3 In some instances available grant funding has been introduced to meet expenditure

in preference to general funding which has been identified as needing to be rolled forward into 2015/16 (if approved) to meet future committed expenditure. This is necessary as there are more restrictions associated with grant funding

3.03.4 Within the HRA there are similar adjustments which have led to a small increase in the overall programme.

3.03.5 Within People and Resources is a centrally held provision for urgent Health and Safety issues. These funds are reallocated to relevant programme areas as they are requested and approved. Minor reallocations of £0.002m have taken place this quarter.

### 3.04 Capital Expenditure compared to Budget

3.04.1 Outturn expenditure across the whole of the programme is £40.372m. The breakdown of expenditure is analysed in the following table, along with the percentage spend against budget. This shows that 92.90% of the budget has been spent across the programme (CF 91.68% and HRA 95.90%). Corresponding outturn figures for 2013/14 were 95.23% (CF 92.95% and HRA 100%). Given the size and complexity of schemes within the programme this is considered an appropriate level of spend against budget, and poses no risk or negative impact for the Council e.g. loss of funding.

<b>EXPENDITURE</b>	<b>Revised Budget</b>	<b>Outturn</b>	<b>Variance Budget v Outturn (Under)/Over</b>	<b>Percentage Spend v Budget</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>%</b>
Chief Executives	0.016	0.016	0	100.00
People & Resources	0.086	0	0.086	0.00
Governance	1.293	0.985	0.308	76.18
Education & Youth	10.100	9.245	0.855	91.53
Social Care	0.642	0.642	0	100.00
Community & Enterprise	8.013	7.669	0.344	95.71
Planning & Environment	1.931	1.291	0.640	66.86
Transport & Streetscene	7.070	7.055	0.015	99.79
Organisational Change 1	0.387	0.378	0.009	97.67
Organisational Change 2	1.415	1.097	0.318	77.53
<b>Council Fund Total</b>	<b>30.953</b>	<b>28.378</b>	<b>2.575</b>	<b>91.68</b>
<b>Housing Revenue Account</b>	<b>12.506</b>	<b>11.994</b>	<b>0.512</b>	<b>95.90</b>
<b>Programme Total</b>	<b>43.459</b>	<b>40.372</b>	<b>3.087</b>	<b>92.90</b>

3.04.2 Details of the variances for individual programme areas are listed in Appendix B, which includes the reasons, and the required remedial action, where those variances exceed 10% of the budget. In addition, where rollover into 2015/16 has been identified, this is also included in the narrative.

### 3.05 Rollover into 2015/16

3.05.1 During the quarter further rollover of £3.087m (Council Fund £2.575m and HRA £0.512m) has been identified which reflects reviewed spending plans across all programme areas; these committed amounts have been identified as now required to meet the cost of programme works in 2015/16.

3.05.2 Information relating to each programme area is contained in Appendix B and summarised in the table below along with rollover previously approved:-

<b>ROLLOVER INTO 2015/16</b>	<b>Month 4</b>	<b>Month 6</b>	<b>Month 9</b>	<b>Reversed</b>	<b>Outturn</b>	<b>Total</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Chief Executives			0.006			0.006
People & Resources					0.086	0.086
Governance		0.065	0.380		0.308	0.753
Education & Youth	0.026	1.015	0.064	(0.018)	0.855	1.942
Community & Enterprise	0.115		1.560	(1.162)	0.344	0.857
Planning & Environment	0.135	0.204	0.182	(0.014)	0.640	1.147
Transport & Streetscene		0.089			0.015	0.104
Organisational Change 1			0.033		0.009	0.042
Organisational Change 2					0.318	0.318
<b>Council Fund</b>	<b>0.276</b>	<b>1.373</b>	<b>2.225</b>	<b>(1.194)</b>	<b>2.575</b>	<b>4.937</b>
<b>Housing Revenue Account</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.512</b>	<b>0.512</b>
<b>Programme Total</b>	<b>0.276</b>	<b>1.373</b>	<b>2.225</b>	<b>(1.194)</b>	<b>3.087</b>	<b>5.449</b>

3.05.3 Rollover has been requested to fund; schemes where retentions are payable in the new financial year, schemes that span more than 1 financial year, and schemes that have experienced delays for a variety of reasons where the Council is contractually committed to the scheme.

3.05.4 In some circumstances amounts which have previously been identified as EIR are reversed as it becomes clear that the expenditure is going to be incurred in the current financial year. These are shown in the column 'Reversed' above.

3.05.5 If the outturn rollover is approved, this will take the total rollover into 2015/16 to £5.449m. This is below the £7.734m rolled over from 2013/14 into 2014/15 and is a result of the continued scrutiny of the programme by both Officers and Members.

### 3.06 Savings

3.06.1 Savings of £0.078m have been identified in the current year as per the table below.

<b>IDENTIFIED SAVINGS</b>	
	Savings
	£m
Corporate Finance	(0.060)
Education & Youth	(0.018)
<b>Total</b>	<b>(0.078)</b>

### 3.07 Financing

3.07.1 The capital programme is financed as summarised below:-

<b>FINANCING RESOURCES</b>	<b>General Financing<sup>1</sup></b>	<b>Specific Financing<sup>2</sup></b>	<b>Total Financing</b>
	£m	£m	£m
<b>Latest Monitoring</b>			
Council Fund	10.341	20.612	30.953
Housing Revenue Account	5.435	7.071	12.506
	<b>15.776</b>	<b>27.683</b>	<b>43.459</b>
<b>Total Financing Resources</b>	<b>15.776</b>	<b>27.683</b>	<b>43.459</b>

1 Supported Borrowing / General Capital Grant / Capital Receipts / Major Repairs Allowance  
2 Grants & Contributions / Capital Expenditure charged to Revenue Account / Reserves / Prudential & Other Borrowing

3.07.2 That element of the Council Fund total financed from general (non-specific) financing resources, relies in part on the generation of capital receipts from asset disposals. The continuing harsh economic climate has impacted on the Council's ability to achieve the budgeted level of anticipated capital receipts, a situation that has been ongoing for some years and will continue until the economy picks up at some future point. The capital receipts situation has been closely monitored and reported as part of overall capital monitoring arrangements.

3.07.3 The overall position for 2014/15 (including the capital receipts impact) is

summarised below:-

<b>FUNDING OF APPROVED SCHEMES</b>		
	<b>£m</b>	<b>£m</b>
<b>Shortfall from 2013/14</b>		<b>1.578</b>
<b>Increases</b>		
Receipts to fund 2014/15 budgetted expenditure	0.488	
Pressures (Previously Reported)	0.030	0.518
<b>Decreases</b>		
Actual In year receipts	(3.337)	
Savings (Previously Reported)	(0.078)	
Unallocated Headroom	(0.003)	(3.418)
<b>Projected shortfall / (surplus) to 2015/16</b>		<b>(1.322)</b>

The shortfall of funding for schemes approved at the end of 2013/14 brought forward into 2014/15 was £1.578m. Capital receipts generated in year totalled £3.337m, which together with some minor adjustments combines to a total surplus in 2014/15 of £1.322m. The final outturn figure will not be confirmed until the conclusion of the final accounts process and will be reported in the 2015/16 Month 4 Capital Monitoring report.

- 3.07.4 The surplus outturn position has improved from that reported at Month 9, when a small surplus of £0.090m was projected. The difference is due to the completion of the sale of 2 large assets at the very end of the financial year as opposed to 2015/16 (which is what had been anticipated in the Month 9 report).
- 3.07.5 The situation regarding disposals remains fluid in this economic climate and hence it is difficult to predict with certainty when disposals will be delivered. It is therefore suggested that the Council continues to monitor the disposals programme closely and will bring further updates to Cabinet in future capital monitoring reports.
- 3.07.6 Moving forward the surplus at outturn of £1.322m, combined with the unallocated funding of £0.333m in setting the 2015/16 capital programme, totals £1.655m of capital funding available to fund the demands of the overall ongoing capital programme. Portfolios through their business plans have identified significant capital investment needed to improve services and to achieve revenue efficiencies. Business cases are in the process of being written to bring additional capital schemes to Cabinet for approval into the 2015/16 and/or future Capital Programmes.

#### **4.00 RECOMMENDATIONS**



- 4.01 Cabinet is requested to:-
- Approve the report.
  - Approve the rollover adjustments in 3.05.2.

**5.00 FINANCIAL IMPLICATIONS**

5.01 As set out in Sections 2 and 3 of the report.

**6.00 ANTI POVERTY IMPACT**

6.01 None as a direct result of this report.

**7.00 ENVIRONMENTAL IMPACT**

7.01 Many of the schemes in the programme are designed to improve the environment, infrastructure and assets of the Authority.

**8.00 EQUALITIES IMPACT**

8.01 None as a direct result of this report.

**9.00 PERSONNEL IMPLICATIONS**

9.01 None as a direct result of this report.

**10.00 CONSULTATION REQUIRED**

10.01 None as a direct result of this report.

**11.00 CONSULTATION UNDERTAKEN**

11.01 None as a direct result of this report.

**12.00 APPENDICES**

12.01 Appendix A : Capital Programme - Changes During 2014/15  
Appendix B : Variances

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

Capital Programme Monitoring Papers 2014/15.

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## APPENDIX A

## CAPITAL PROGRAMME - CHANGES DURING 2014/15

	Original Budget 2014/15	Rollover from 2013/14	Changes (Previous)	Changes (Current)	Rollover to 2015/16	Savings	Revised Budget 2014/15
	£m	£m	£m	£m	£m	£m	£m
<b>Council Fund :</b>							
<b>Chief Executives</b>							
Clwyd Theatr Cymru	0.015	0.007	0	0	(0.006)	0	0.016
	<b>0.015</b>	<b>0.007</b>	<b>0.000</b>	<b>0.000</b>	<b>(0.006)</b>	<b>0.000</b>	<b>0.016</b>
<b>People &amp; Resources</b>							
Corporate Finance	0.075	0.086	(0.013)	(0.002)	0	(0.060)	0.086
	<b>0.075</b>	<b>0.086</b>	<b>(0.013)</b>	<b>(0.002)</b>	<b>0.000</b>	<b>(0.060)</b>	<b>0.086</b>
<b>Governance</b>							
Information Technology	0.795	0.935	0.000	0.008	(0.445)	0.000	1.293
	<b>0.795</b>	<b>0.935</b>	<b>0.000</b>	<b>0.008</b>	<b>(0.445)</b>	<b>0.000</b>	<b>1.293</b>
<b>Education &amp; Youth</b>							
Education - General	2.081	0	(1.801)	0.011	0	0	0.291
Primary Schools	0.040	0.278	1.547	(0.002)	(0.021)	(0.018)	1.824
Schools Modernisation	7.062	0.665	(0.323)	0.085	(0.940)	0	6.549
Secondary Schools	0	0.314	0.401	(0.038)	(0.054)	0	0.623
Special Education	0	0.955	(0.115)	0	(0.072)	0	0.768
Minor Works, Furn & Equip	0.045	0	0	0	0	0	0.045
	<b>9.228</b>	<b>2.212</b>	<b>(0.291)</b>	<b>0.056</b>	<b>(1.087)</b>	<b>(0.018)</b>	<b>10.100</b>
<b>Social Care</b>							
Partnerships & Performance	0	0	0.642	0	0	0	0.642
	<b>0.000</b>	<b>0.000</b>	<b>0.642</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.642</b>
<b>Community &amp; Enterprise</b>							
Private Sector Renewal/Improvement	2.311	0.469	1.267	(0.246)	0	0	3.801
Travellers' Sites	0.150	0	(0.150)	0	0	0	0.000
Flintshire Connects	0.250	0.507	0.041	0	(0.398)	0	0.400
Town Centre Regeneration	0.137	1.676	(0.036)	0.523	(0.115)	0	2.185
Vibrant & Viable Places	0	0	1.625	0	0	0	1.625
Community Centres	0	0.002	0	0	0	0	0.002
	<b>2.848</b>	<b>2.654</b>	<b>2.747</b>	<b>0.277</b>	<b>(0.513)</b>	<b>0.000</b>	<b>8.013</b>
<b>Planning &amp; Environment</b>							
Ranger Services	0.135	0.239	0.020	0	(0.279)	0	0.115
Energy Services	0.200	0	0.107	0.116	0	0	0.423
Engineering	1.065	0.591	(0.950)	0.509	(0.102)	0	1.113
Planning Grant Schemes	0	0	0.004	0	0	0	0.004
Townscape Heritage Initiatives	0.309	0.093	0	0	(0.126)	0	0.276
	<b>1.709</b>	<b>0.923</b>	<b>(0.819)</b>	<b>0.625</b>	<b>(0.507)</b>	<b>0.000</b>	<b>1.931</b>

**CAPITAL PROGRAMME - CHANGES DURING 2014/15**

	<b>Original Budget 2014/15</b>	<b>Rollover from 2013/14</b>	<b>Changes (Previous)</b>	<b>Changes (Current)</b>	<b>Rollover to 2015/16</b>	<b>Savings</b>	<b>Revised Budget 2014/15</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
<b>Transport &amp; Streetscene</b>							
Sustainable Waste Management	0	0.569	0.090	0.315	0	0	0.974
Highways	3.645	0.009	0.363	0.334	(0.089)	0	4.262
Local Transport Grant	0	0	1.443	(0.017)	0	0	1.426
Transportation	1.700	0	(0.985)	(0.307)	0	0	0.408
	<b>5.345</b>	<b>0.578</b>	<b>0.911</b>	<b>0.325</b>	<b>(0.089)</b>	<b>0.000</b>	<b>7.070</b>
<b>Organisational Change 1</b>							
Leisure Centres	0	0.029	0.015	0.006	(0.025)	0	0.025
Recreation - Other	0	0.008	0	0	(0.008)	0	0.000
Play Areas	0	0.001	0	0.361	0	0	0.362
	<b>0.000</b>	<b>0.038</b>	<b>0.015</b>	<b>0.367</b>	<b>(0.033)</b>	<b>0.000</b>	<b>0.387</b>
<b>Organisational Change 2</b>							
Administrative Buildings	0.955	0.301	0.025	0.134	0	0	1.415
	<b>0.955</b>	<b>0.301</b>	<b>0.025</b>	<b>0.134</b>	<b>0.000</b>	<b>0.000</b>	<b>1.415</b>
<b>Housing Revenue Account :</b>							
<b>Housing Revenue Account</b>							
Major Works	6.328	0	(3.414)	(0.028)	0	0	2.886
Accelerated Programmes	0.300	0	0.818	0	0	0	1.118
WHQS Improvements	4.000	0	3.399	0.103	0	0	7.502
Disabled Adaptations	1.000	0	0	0	0	0	1.000
Other Services	0.478	0	(0.478)	0	0	0	0
	<b>12.106</b>	<b>0.000</b>	<b>0.325</b>	<b>0.075</b>	<b>0.000</b>	<b>0.000</b>	<b>12.506</b>
<b>Totals :</b>							
<b>Council Fund</b>	20.970	7.734	3.217	1.790	(2.680)	(0.078)	30.953
<b>Housing Revenue Account</b>	12.106	0.000	0.325	0.075	0.000	0.000	12.506
<b>Grand Total</b>	<b>33.076</b>	<b>7.734</b>	<b>3.542</b>	<b>1.865</b>	<b>(2.680)</b>	<b>(0.078)</b>	<b>43.459</b>

## CHIEF EXECUTIVES

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Clwyd Theatr Cymru	0.016	0.016	0.000	0	(0.006)		
<b>Total</b>	<b>0.016</b>	<b>0.016</b>	<b>0.000</b>	<b>0</b>	<b>(0.006)</b>		

## PEOPLE &amp; RESOURCES

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Corporate Finance	0.086	0.000	(0.086)	(100)	0	Corporate provision for urgent Health & Safety works allocated when requested	<b>Rollover</b> - Request rollover of £0.086m
<b>Total</b>	<b>0.086</b>	<b>0.000</b>	<b>(0.086)</b>	<b>(100)</b>	<b>0.000</b>		

Variance = Budget v Projected Outturn

## GOVERNANCE

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Information Technology	1.293	0.985	(0.308)	(24)	(0.380)	Microsoft Enterprise Agreement - Final invoices now due 2015/16	<b>Rollover</b> - Request rollover of £0.308m
<b>Total</b>	<b>1.293</b>	<b>0.985</b>	<b>(0.308)</b>	<b>(24)</b>	<b>(0.380)</b>		

Variance = Budget v Projected Outturn

## EDUCATION &amp; YOUTH

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Education - General	0.291	0.291	0.000	0	(0.007)		
Primary Schools	1.824	1.552	(0.272)	(15)	(0.019)	Various on-going works across the Primary Schools programme. Includes works at Mold Bryn Gwalia (£0.068m) and Broughton CP (£0.112m)	<b>Rollover</b> - Request rollover of £0.272m
Schools Modernisation	6.549	6.547	(0.002)	(0)	0	Retention payment due on scheme at Shotton, St Ethelwolds	<b>Rollover</b> - Request rollover of £0.002m
Secondary Schools	0.623	0.422	(0.200)	(32)	(0.038)	Various on-going works across the Secondary Schools programme. Includes schemes at Argoed High and Connah's Quay High	<b>Rollover</b> - Request rollover of £0.200m
Special Education	0.768	0.396	(0.372)	(48)	0	Various on-going works across the DDA/SEN programme. Includes works at Flint Gwynedd, Saltney Wood Memorial and Connah's Quay High. Includes provision for SEN Rolling Programme.	<b>Rollover</b> - Request rollover of £0.372m
Minor Works, Furn & Equip	0.045	0.036	(0.009)	(20)	0	Minor variances	<b>Rollover</b> - Request rollover of £0.009m
<b>Total</b>	<b>10.100</b>	<b>9.245</b>	<b>(0.855)</b>	<b>(8)</b>	<b>(0.064)</b>		

Variance = Budget v Projected Outturn

## SOCIAL CARE

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Partnerships & Performance	0.642	0.642	0	0	0		
<b>Total</b>	<b>0.642</b>	<b>0.642</b>	<b>0.000</b>	<b>0</b>	<b>0.000</b>		

Variance = Budget v Projected Outturn



## COMMUNITY &amp; ENTERPRISE

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Private Sector Renewal/Improvement	3.801	3.749	(0.052)	(1)	0	Rollover requested Disabled Facility Grants. The grants are ongoing and based on demand.	<b>Rollover</b> - Request rollover of £0.052m
Travellers' Sites	0	0	0		0		
Flintshire Connects	0.400	0.347	(0.053)	(13)	(0.398)	Rollover requested as there have been delays to the start of Buckley Connects.	<b>Rollover</b> - Request rollover of £0.053m
Town Centre Regeneration	2.185	1.951	(0.234)	(11)	(1.162)	Streetworks project were delayed but are now on site. Rollover is needed to complete project	<b>Rollover</b> - Request rollover of £0.234m
Vibrant & Viable Places	1.625	1.620	(0.005)	(0)			<b>Rollover</b> - Request rollover of £0.005m
Community Centres	0.002	0.002	0	0	0		
<b>Total</b>	<b>8.013</b>	<b>7.669</b>	<b>(0.344)</b>	<b>(4)</b>	<b>(1.560)</b>		

Variance = Budget v Projected Outturn

## PLANNING &amp; ENVIRONMENT

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Ranger Services	0.115	0.047	(0.068)	(59)	(0.042)	Delays with the design / tendering process have resulted in construction works starting later than scheduled. Due to the delay the bulk of expenditure is expected to happen in 2015-16. This scheme is funded by the Heritage Lottery Fund.	<b>Rollover</b> - Request rollover of £0.068m
Energy Services	0.423	0.423	0	0	0		
Engineering	1.113	0.541	(0.572)	(51)	0	Majority of land drainage schemes have been delayed due to re-directing funds to the Mold FAS which has been completed up to the design & development stage. Planning application for the next stage of the works is scheduled to be considered at the June 2015 Planning Committee.	<b>Rollover</b> - Request rollover of £0.572m
Planning Grant Schemes	0.004	0.004	0	0	0		
Townscape Heritage Initiatives	0.276	0.276	0	0	(0.140)		
<b>Total</b>	<b>1.931</b>	<b>1.291</b>	<b>(0.640)</b>	<b>(33)</b>	<b>(0.182)</b>		

Variance = Budget v Projected Outturn

## TRANSPORT &amp; STREETSCENE

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Sustainable Waste Management	0.974	0.974	0	0	0		
Highways	4.262	4.262	0	0	0		
Local Transport Grant	1.426	1.411	(0.015)	(1)	0	£15k relates to the WG funded Active Travel Mapping project. The funding period relate to October 2014 to October 2015 and is currently in progress.	<b>Rollover</b> - Request rollover of £0.015m
Transportation	0.408	0.408	0	0	0		
<b>Total</b>	<b>7.070</b>	<b>7.055</b>	<b>(0.015)</b>	<b>(0)</b>	<b>0.000</b>		

Variance = Budget v Projected Outturn
---------------------------------------

## ORGANISATIONAL CHANGE 1

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Leisure Centres	0.025	0.016	(0.009)	(36)	(0.025)	Accoustic works at Jade Jones Pavilion delayed until 2015/16	<b>Rollover</b> - Request rollover of £0.009m
Recreation - Other	0	0	0		(0.008)		
Play Areas	0.362	0.362	0	0	0		
<b>Total</b>	<b>0.387</b>	<b>0.378</b>	<b>(0.009)</b>	<b>(2)</b>	<b>(0.033)</b>		

Variance = Budget v Projected Outturn

## ORGANISATIONAL CHANGE 2

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Administrative Buildings	1.415	1.097	(0.318)	(22)	0	Disabled Disability Adaptations works relating to Buckley Connects postponed until 2015/16. Fire safety works on behalf of Education & Youth also postponed until 2015/16. Asbestos & legionella works ongoing	<b>Rollover</b> - Request rollover of £0.318m
<b>Total</b>	<b>1.415</b>	<b>1.097</b>	<b>(0.318)</b>	<b>(22)</b>	<b>0.000</b>		

Variance = Budget v Projected Outturn

## HOUSING REVENUE ACCOUNT

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Major Works	2.886	2.988	0.102	4	0.074		
Accelerated Programmes	1.118	0.606	(0.512)	(46)	(0.081)	Delays in the Eco funding works which are continuing into 2015/16	<b>Rollover</b> - Request rollover of £0.512m
WHQS Improvements	7.502	7.431	(0.071)	(1)	0.004		
Disabled Adaptations	1.000	0.960	(0.040)	(4)	0		
Other Services	0	0.009	0		0		
<b>Total</b>	<b>12.506</b>	<b>11.994</b>	<b>(0.512)</b>	<b>(4)</b>	<b>(0.003)</b>		

Variance = Budget v Projected Outturn

## SUMMARY

## Capital Budget Monitoring 2014/15 - Outturn

Programme Area	Total Budget £m	Outturn £m	Variance (Under)/ Over £m	Variance %age %	Variance Prev Qtr £m	Cause of Variance	Action Required
Chief Executive's	0.016	0.016	0.000	0	(0.006)		
People & Resources	0.086	0.000	(0.086)	(100)	0		
Governance	1.293	0.985	(0.308)	(24)	(0.380)		
Education & Youth	10.100	9.245	(0.855)	(8)	(0.064)		
Social Care	0.642	0.642	0	0	0		
Community & Enterprise	8.013	7.669	(0.344)	(4)	(1.560)		
Planning & Environment	1.931	1.291	(0.640)	(33)	(0.182)		
Transport & Streetscene	7.070	7.055	(0.015)	(0)	0		
Organisational Change 1	0.387	0.378	(0.009)	(2)	(0.033)		
Organisational Change 2	1.415	1.097	(0.318)	(22)	0		
<b>Sub Total - Council Fund</b>	<b>30.953</b>	<b>28.378</b>	<b>(2.575)</b>	<b>(8)</b>	<b>(2.225)</b>		
Housing Revenue Account	12.506	11.994	(0.512)	(4)	(0.003)		
<b>Total</b>	<b>43.459</b>	<b>40.372</b>	<b>(3.087)</b>	<b>(7)</b>	<b>(2.228)</b>		

Variance = Budget v Projected Outturn

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 14 JULY 2015**

**REPORT BY:** **CORPORATE FINANCE MANAGER**

**SUBJECT:** **REVENUE BUDGET MONITORING 2014/15**  
**(OUTTURN)**

### **1.00 PURPOSE OF REPORT**

1.01 To provide Members with the revenue outturn budget monitoring information for 2014/15 for the Council Fund and Housing Revenue Account based on actual income and expenditure (subject to Audit).

### **1.02 INDEX OF CONTENTS**

Section 2	Executive Summary
Section 3	Council Fund Summary Outturn
Section 4	Carry Forward Requests
Section 5	Inflation
Section 6	Unearmarked Reserves
Section 7	Housing Revenue Account (HRA)
Section 8	Recommendations
Appendix 1	Council Fund – Movement in Variances from Month 12
Appendix 2	Council Fund Variance Summary
Appendix 3	Efficiencies Summary
Appendix 4	Movements on Council Fund Unearmarked Reserves
Appendix 5	HRA Variance Summary

### **2.00 EXECUTIVE SUMMARY**

2.01 The final year end position is as follows:

#### Council Fund

- Net in year expenditure was £1.804m lower than budget.
- A contingency reserve balance at 31 March 2015 of £4.745m.

#### Housing Revenue Account (HRA)

- Net in year expenditure was £0.345m less than budget.
- A closing balance as at 31 March 2015 of £1.510m.

### 3.00 COUNCIL FUND OUTTURN

3.01 The table below shows the final position by portfolio which reflects the Council's new Operating Model which came into effect on 1 June 2014.

3.02 The table below shows in year expenditure to be £1.804m less than budget.

TOTAL EXPENDITURE AND INCOME	Original Budget	Revised Budget	Outturn	In-Year Over/ (Under) spend	
				Month 12	Outturn
				£m	£m
Social Services	59.889	58.046	58.168	0.124	0.122
Community & Enterprise	14.368	13.367	12.756	(0.613)	(0.611)
Streetscene & Transportation	28.381	29.558	29.642	0.074	0.084
Planning & Environment	6.394	5.644	5.420	(0.246)	(0.224)
Education & Youth	97.167	97.155	97.234	0.078	0.079
People & Resources	5.395	5.029	4.999	(0.029)	(0.030)
Governance	8.821	8.388	8.489	0.103	0.101
Organisational Change	9.738	8.923	8.778	(0.165)	(0.145)
Chief Executive	2.160	3.151	3.111	(0.040)	(0.040)
Central & Corporate Finance	22.863	25.915	24.775	(1.345)	(1.140)
<b>Total</b>	<b>255.176</b>	<b>255.176</b>	<b>253.372</b>	<b>(2.059)</b>	<b>(1.804)</b>

3.03 The reasons for all movements from Month 12 are summarised in appendix 1 with the overall variances summarised within appendix 2.

#### 3.04 **Significant Budget Movement Between month 12 to outturn**

Changes in revised budget from month 12 relate mainly to adjustments relating to the single status rebasing exercise, property maintenance reallocations, and workforce efficiency accounting adjustments.

#### **BRIEF OVERVIEW OF THE YEAR**

3.05 The early monitoring of the revenue budget for the Council Fund took into account the significant work that needed to be undertaken to rebase the staffing budgets following the implementation of the Single Status agreement in June 2014. As a result, the Month 3 – 6 monitoring reports focussed on non-pay areas with the assumption of no variation on pay budgets due to the fact that the relevant funding had been set aside through the single status funding strategy.

- 3.06 The early Month 3 position projected an overspend of £0.603m with a key influence being a projected overspend within Social Services due to demand on Adults domiciliary care as well as pressures within Children's services on Boarded Out and Direct Payments. Further challenges were experienced within Streetscene with a projected overspend of £0.293m due to delays in the trunk road collaboration project and a service review to be completed later than anticipated.
- 3.07 The Month 4 position reduced this early projection back into a minor underspend which was mainly due to the previously reported overspends in Social Services being offset by projected underspends in residential care, as well as a projected underspend within Community and Enterprise due to a higher level of surplus on Council tax collection and a projected underspend on the Council Tax Reduction Scheme (CTRS).
- 3.08 The 2014/15 budget included an efficiency of £3.1m to be achieved from workforce reductions and two phases of voluntary redundancy programmes were undertaken in year to maximise the contribution to this. However due to the number of workforce related efficiencies within portfolios as part of Value for Money, the recurring efficiencies to be achieved against this were not as much as anticipated. In Month 5, a cost control exercise was undertaken with all Portfolios asked to identify areas of non-essential expenditure to maximise the year end position to mitigate early concerns about the achievement of this efficiency and as a result an additional £0.630m of one off efficiencies were identified to improve the in year position.
- 3.09 As part of the completion of the rebasing of staffing budgets, an in year challenge of vacancies was undertaken across all Portfolios with budgets for vacancies that were not anticipated to be filled in year, given up on a one off basis to contribute towards the achievement of the in year workforce efficiency. As a result of that, the in year projected underspend increased in Month 9 to £1.978m.
- 3.10 Throughout 2014/15, the Council had an obligation to maintain security and the operation of the orphaned chemical site in Sandycroft which incurred running costs of £0.392m. In Month 10, the Council reported that negotiations with Welsh Government to gain a contribution towards the cost of decontamination of the site has been successful and a grant of £0.700m had been awarded. The cost of the phase 1 decontamination of the site was also included at £0.800m.
- 3.11 Between Month 10 and 12, the finalisation of the single status rebasing work and the impact of in year vacancy savings to contribute to the overall workforce efficiency had given a further positive impact on the outturn position. A further provision of £0.800m relating to phase 2 of the risk closure and site disposal of the orphaned site at Sandycroft was included due to the need to account for potential future liabilities.
- 3.12 As part of the outturn report, the Support Service recharges which are undertaken as part of the final account closure has led to an adverse variance of £0.222m which is due to the level of recharge to the Housing Revenue Account (HRA) being less than anticipated.

## Programme of Efficiencies

### Corporate and Functional Efficiencies

- 3.13 The 2014/15 budget contained £8.840m of specific efficiencies comprising Corporate Value for Money (VFM) on Procurement and Back to Basics of £1.301m and specific Functional VFM efficiencies of £7.539m.
- 3.14 The table below summarises the final position in relation to these and the analysis shows that £7.675m (87%) was achieved which resulted in a net underachievement of £1.165m. Details of the efficiencies not achieved in full are shown in appendix 3.

Status of Efficiency	Value of Budgeted Efficiency £m	Value of Actual Efficiency £m	(Under) Over Achievement £m
Fully Achieved	7.033	7.033	0.000
Achieved in Part	0.720	0.657	(0.063)
Not Achieved	1.087	(0.015)	(1.102)
<b>Total</b>	<b>8.840</b>	<b>7.675</b>	<b>(1.165)</b>

### Workforce Efficiencies

- 3.15 The 2014/15 budget also contained £3.1m of Workforce Efficiencies. The final position is a net over achievement on all workforce related efficiencies (including admin support) of £0.354m. This is a positive movement of £0.019m over month 12 due to an increase in overall workforce efficiencies of £0.019m.

## 4.00 CARRY FORWARD REQUESTS

- 4.01 Various requests to carry forward funding into 2015/16 were identified in the month 12 report. The carry forward requests were all approved. There are two additional carry forward requests being made in this report which are shown below.

- 4.02 Community & Enterprise – A carry forward for £0.031m is requested for the continuation of the Welfare Rights Programme.

- 4.03 Community & Enterprise – A carry forward for £0.011m is requested for the DWP Fraud and Error Reduction Incentive Scheme which is continuing into 2015/16.

## 5.00 INFLATION

- 5.01 Included within the 2014/15 budget were provisions for pay (£1.316m), targeted price inflation (£0.590m), non-standard inflation (£0.670m) and income (£0.151m).

5.02 The amounts for non-standard inflation (NSI) (Fuel, Energy and Food) are held centrally and allocated out to portfolio areas only where a funding need is evidenced. Allocations of NSI have been made to departments where there has been an evidenced need, this has resulted in an underspend of £0.144m on the amount required for fuel, an underspend of £0.054m on the amount required for food, together with an underspend of £0.042m on the amount required for Non-Domestic Rates.

## **6.00 UNEARMARKED RESERVES**

6.01 The 2013/14 final outturn reported to Cabinet on 15 July 2014 showed unearmarked reserves at 31 March 2014 (above the base level of £5.834m) of £5.328m.

6.02 This position reflected a contribution of £0.745m made from reserves as part of an accounting adjustment for termination benefits arising from the workforce efficiencies for the Senior Management Phase 1 programme. As budget provision was made within the 2014/15 budget for this, this has now been transferred back into reserves in the current financial year.

6.03 Section 6.05 of the 2014/15 budget report outlined the investment strategy required to fund one off costs and transitional funding for efficiencies that could not be found in full in 2014/15. This identified a potential £3.7m available to fund these from the contingency reserve as well as utilising the Single Status/Equal Pay Reserve.

6.04 An amount of £2.5m was required from the Contingency Reserve to fund the one off costs in 2014/15.

6.05 The Month 2 Monitoring report to Cabinet on 15<sup>th</sup> July also advised members of an allocation of £0.696m from the contingency reserve to fund investment costs approved under delegated powers.

6.06 Taking into account all of the above and the final outturn, the balance on the contingency reserve at 31 March 2015 is £4.745m. This is summarised in Appendix 4.

## **7.00 HOUSING REVENUE ACCOUNT**

7.01 On 18<sup>th</sup> February 2014 the Council approved a Housing Revenue Account (HRA) budget for 2014/15 of £29.886m. The budget provided for a closing balance of £0.956m, which at 3.2% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.

7.02 The 2013/14 final outturn reported to Cabinet on 15<sup>th</sup> July 2014 showed a closing balance at the end of 2013/14 of £1.662m.

7.03 The outturn position reporting an overall underspend of £0.345m and a closing balance of £1.510m, which at 5% of total expenditure satisfies the prudent approach of ensuring a minimum level of 3%.

7.04 Appendix 5 details the reasons for significant variances.

## **8.00 RECOMENDATIONS**

Members are recommended to :-

- a) Note the overall report.
- b) Note the Council Fund contingency sum as at 31<sup>st</sup> March 2015, subject to audit (paragraph 6.06)
- c) Note the final level of balances on the Housing Revenue Account, subject to audit (paragraph 7.03)
- d) Approve the carry forward requests as stated in Section 4

## **9.00 FINANCIAL IMPLICATIONS**

The financial implications are set out in Sections 3.00 – 8.00 of the report.

## **10.00 ANTI POVERTY IMPACT**

None

## **11.00 ENVIRONMENTAL IMPACT**

None

## **12.00 EQUALITIES IMPACT**

None

## **13.00 PERSONNEL IMPLICATIONS**

None

## **14.00 CONSULTATION REQUIRED**

None

## **15.00 CONSULTATION UNDERTAKEN**

None

## **16.00 APPENDICES**

Council Fund – Movement in Variances from Month 4 – Appendix 1  
Council Fund – Budget variances – Appendix 2  
Council Fund – Efficiencies not fully achieved – Appendix 3  
Council Fund – Movements on unearmarked reserves – Appendix 4  
Housing Revenue Account Variances – Appendix 5

## **LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985**

## **BACKGROUND DOCUMENTS**

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**COUNCIL FUND - REVENUE BUDGET 2014/15  
FLINTSHIRE COUNTY COUNCIL**

**Budget Monitoring (Outturn)  
Summary of Movement from Month 12**

	£m	£m
<b>Month 12</b>		
Portfolios	(0.714)	
Central and Corporate Finance	(1.345)	
<b>Variance as per Cabinet Report</b>		<b>(2.059)</b>
<b>Outturn</b>		
Portfolios	(0.664)	
Central and Corporate Finance	(1.140)	
<b>Variance as per Directorate Returns</b>		<b>(1.804)</b>
<b>Change Requiring Explanation</b>		<b>0.255</b>
<b><u>Social Services</u></b>		
Minor variances of less than £0.025m		
• Development & Resources	(0.002)	
<b>Total minor variances of less than £0.025m</b>		<b>(0.002)</b>
<b>Total: Social Services</b>		<b>(0.002)</b>
<b><u>Community &amp; Enterprise</u></b>		
Minor variances of less than £0.025m		
• Customer & Housing Services	0.009	
• Regeneration	(0.006)	
• Revenues & Benefits	(0.001)	
<b>Total minor variances of less than £0.025m</b>		<b>0.002</b>
<b>Total: Community &amp; Enterprise</b>		<b>0.002</b>
<b><u>Streetscene &amp; Transportation Portfolio</u></b>		
<b>Streetscene</b>		
• Other minor changes of less than £0.025m.	0.005	
<b>Subtotal: Streetscene</b>		<b>0.005</b>
<b>Highways Strategy &amp; Traffic Services</b>		
• Other minor changes of less than £0.025m.	0.005	
<b>Subtotal: Highways Strategy &amp; Traffic Services</b>		<b>0.005</b>
<b>Total: Streetscene &amp; Transportation</b>		<b>0.010</b>
<b><u>Planning &amp; Environment Portfolio</u></b>		
<b>Planning</b>		
• Other minor changes of less than £0.025m.	0.010	
<b>Subtotal: Planning</b>		<b>0.010</b>
<b>Public Protection</b>		
• Other minor changes of less than £0.025m.	0.012	
<b>Subtotal: Public Protection</b>		<b>0.012</b>
<b>Total: Planning &amp; Environment</b>		<b>0.022</b>
<b><u>Education &amp; Youth</u></b>		
Minor variances of less than £0.025m		
• School Management & Information	0.001	
<b>Total minor variances of less than £0.025m</b>		<b>0.001</b>

<b>Total: Education &amp; Youth</b>		<u>0.001</u>
<b><u>People &amp; Resources</u></b>		
<b>HR &amp; OD</b>		
• Minor changes of less than £0.025m.	0.002	
<b>Subtotal: HR &amp; OD</b>		<u>0.002</u>
<b>Corporate Finance</b>		
• Minor changes of less than £0.025m.	(0.003)	
<b>Subtotal: Corporate Finance</b>		<u>(0.003)</u>
<b>Total: People &amp; Resources</b>		<u>(0.001)</u>
<b><u>Governance</u></b>		
<b>Minor variances of less than £0.025m</b>		
• ICT.	(0.001)	
• Legal Services.	(0.001)	
<b>Total minor variances of less than £0.025m</b>		<u>(0.002)</u>
<b>Total: Governance</b>		<u>(0.002)</u>
<b><u>Organisational Change</u></b>		
<b>Minor variances of less than £0.025m</b>		
• Engineering Services	0.021	
• Facilities Services	(0.001)	
<b>Total minor variances of less than £0.025m</b>		<u>0.020</u>
<b>Total: Organisational Change</b>		<u>0.020</u>
<b><u>Central &amp; Corporate Finance</u></b>		
• Support Services recharge to Housing Revenue Account	0.222	
• Minor changes of less than £0.025m.	(0.017)	
<b>Total: Central &amp; Corporate Finance</b>		<u>0.205</u>
<b>Total Changes</b>		<u><u>0.255</u></u>

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
<b>Social Services</b>						
Social Services for Adults - Locality Teams (Localities)	14,196	14,260	0.064	0.064	There is an overall improvement in this area, however, there remains a fairly stable level of overspend of £0.837m within Domiciliary Care, influenced by clients returning to the service following successful past reablement, the changing demographic profile, increased complexity of need and increasing numbers of people with dementia. The significant projected overspend on domiciliary care is being offset by a projected underspend of £0.688m on residential care (which includes, an underspend of £0.212m on payments to care home providers, an underspend of £0.311m due to an increase in the level of property related income, plus further increases in income above budget including £0.144m for free nursing). There is a further underspend of £0.039m due to usage of Intermediate Care Fund grant and a further underspend of £0.049m due to reduction of use of consultant Occupational Therapists. Other variances amount to a net overspend of £0.003m.	Keep under review.
Social Services for Adults - Resources & Regulated Services (Intake & Reablement)	5,737	5,621	(0.116)	(0.116)	Residential Care net underspend of £0.088m, which is due to additional income of £0.217m (being increased client contributions of £0.146m and new one-off grant income of £0.071m). This underspend is offset by overspends on Pay of £0.017m, Premises costs of £0.052m (mainly utilities costs) and Supplies & Services of £0.060m (mainly on catering charges). There are further underspends of £0.037m on Extracare facilities, £0.017m on day care and £0.011m on transport, and an overspend of £0.037m on home care.	Keep under review.
Social Services for Adults - Transition and Disability Services (Disability Services)	0,555	0,640	0,085	0,085	The projected overspend is mainly due to the cost of the support arrangements provided by Penderelis in respect of direct payments. This accounts for £0.065m of the total projected overspend of £0.085m.	Keep under review.

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Social Services for Adults - Resources & Regulated Services (Disability Services)	15.546	14.823	(0.723)	(0.723)	Supported Living projected underspend of £0.665m, (which is mainly influenced by net additional income of £0.403m from Betsi Cadwalader University Health Board in respect of previously disputed joint funded placements, and an underspend on residential placement costs of £0.295m). Other minor variances amount to a net overspend of £0.033m. The new income being received from BCUHB will help to achieve the new budget efficiency from 2015/16 in this area). Other net minor underspends of £0.058m.	Keep under review.
Social Services for Adults - Safeguarding Co-ordinator (Localities)	0.220	0.294	0.074	0.074	The adverse variance is due to increased costs for agency staff and medical advice required for Deprivation of Liberties Safeguarding Assessments (DOLS). This reflects a part year impact of the recently approved full year pressure from 2015/16.	Keep under review.
Social Services for Adults Residential and Domiciliary Service (Mental Health & Substance Misuse Service)	0.803	0.896	0.093	0.093	Changes in Residential and Domiciliary packages along side additional new package costs totalling £0.098m. Various other minor variances amount to a net underspend of £0.005m.	Keep under review.
Social Services for Adults - Forensic Budget (Mental Health & Substance Misuse Service)	0.314	0.194	(0.120)	(0.120)	Reflects current care packages for 2014/15.	Keep under review - potential volatility due to changes in client numbers and demands at short notice from prison or courts.
Social Services for Adults - Vulnerable Adults and Disability Service (Disability Services)	1.815	2.190	0.375	0.375	Reflects costs of current projected care packages and residential care overspend of £0.533m off set by joint funded income from BCUHB of £0.149m. Various other minor variances amount to a net underspend of £0.009m.	Keep under review.

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Other Services for Adults variances (aggregate)	5.645	5.517	(0.128)	(0.128)	Various minor variances.	Continue to review but not expected to be recurrent.
Development & Resources - Business Services - Income	(1.573)	(1.783)	(0.210)	(0.210)	Impact of an increase by Welsh Government in the level of the maximum charge cap from £50 per week to £55 per week.	Continue to monitor and review.
Other Development & Resources variances (aggregate)	2.439	2.484	0.045	0.047	Various minor variances.	Continue to review but not expected to be recurrent.
Children's Services - Family Placement	2.227	2.449	0.222	0.222	The £0.222m overspend is a result of an increase in the number of foster care placements within the service. Part of this is also due to the increasing number of court orders for Residence and Special Guardianship orders which invariably attract an ongoing allowance for the carers.	A review of the Family Placement Team has been undertaken the outcome of which is being considered and will inform future planning and possible efficiencies.
Flying Start	0.002	0.078	0.076	0.076	Reflects unfunded impacts of Single Status pay increases due to this being a grant funded service £0.046m, plus expenditure of £0.030m relating to 2013/14 which cannot now be claimed.	Keep under review.
Children's Services - Out of County placements	3.428	3.705	0.277	0.277	The projected overspend is mainly influenced by an increased number of complex care packages.	Keep under review.
Other Services for Children variances (aggregate)	6.692	6.800	0.108	0.108	Various minor variances.	Continue to review but not expected to be recurrent.
<b>Total Social Services</b>	<b>58.046</b>	<b>58.168</b>	<b>0.122</b>	<b>0.124</b>		

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Community & Enterprise						
Customer & Housing Services	1.016	0.987	(0.029)	(0.038)	Underspend is due to additional income in respect of Welfare Rights of £0.038m and £0.131m on Homeless Accommodation including B&B accommodation projections and Homeless Prevention Fund income. Expenditure in respect of SHARP procurement resulted in an overspend of £0.102m. Other minor variances identified resulted in an overspend of £0.038m.	
Supporting People	0.256	0.304	0.048	0.048	Increased costs towards the purchase and maintenance of Carelink/Telecare equipment of £0.081m. Other minor variances identified resulted in an underspend of £0.033m.	
Regeneration	0.464	0.515	0.051	0.057	Shortfall of £0.053m in markets due to increased waste removal costs and loss of income, exacerbated by Welsh Water works in Mold. Other minor variances of £0.002m.	
Revenues & Benefits	10.969	10.379	(0.590)	(0.589)	Underspend due to a surplus on the Council Tax Collection Fund of £0.713m. Underspend of £0.139m on the budgeted provision for the Council Tax Reduction Scheme. Final accounts transfers in respect of HB Subsidy costs of £0.236m. A £0.027m pressure due to minor variances.	Request to carry forward: £0.031m towards the continuation of the Welfare Rights Programme in 15/16 £0.011m in respect of the DWP Fraud and Error Reduction Incentive Scheme which continues into 15/16.
Customer Services	0.662	0.571	(0.091)	(0.091)	£0.023m pressure due to reduced Welsh Translation recharge income. Efficiency in respect of Flintshire Connects of £0.107m. Efficiency due to other minor variances of £0.007m.	
<b>Total Community &amp; Enterprise</b>	<b>13.367</b>	<b>12.756</b>	<b>(0.611)</b>	<b>(0.613)</b>		

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Streetscene & Transportation						
Waste Disposal & Waste Collection	7.437	7.578	0.141	0.141	Additional costs of overtime and use of Agency personnel due to high number of vacancies to maintain the necessary service provision resulted in an overspend of £0.086m. Increased cost of Food Waste disposal of £0.050m due to the cost per tonne increasing. Other minor variances identified of £0.005m.	Business Planning proposals 2015/16 will remove vacancies, otherwise the posts will be filled. Budget Pressure bid submitted for 2015/16 budget for full year effect.
Highways Maintenance	1.155	1.215	0.060	0.060	Additional costs of overtime, Agency Personnel and Hired Vehicle costs.	Business Planning proposals 2015/16 will remove vacancies, otherwise the posts will be filled.
Winter Maintenance	0.999	0.951	(0.048)	(0.048)	The Winter Maintenance budget makes provision for one week of snow and there was only one snowfall that was cleared within 24 hours resulting in a reduction in expenditure of £0.048m.	
Fleet Services	4.572	4.542	(0.030)	(0.030)	Outturn includes the allocation for Non standard inflation of £0.130m (total budget of £0.177m currently held corporately) for projected total fuel costs in 2014/15. Additional service vehicle budgets were allocated later in the financial year.	
Business & Strategy	1.939	1.998	0.059	0.059	Knight Owl Security cost of Alarm / Security provision at Alltami Depot. Expenditure relating to Weir Consultants Service Review of £0.020m.	Depot Budgets to be realigned in 2015/16 to mitigate ongoing cost into the future.
Transportation	1.417	1.330	(0.087)	(0.087)	Bus Subsidy payments to Bus Operators.	Part of Business Planning proposals for 2015/16.
Streetworks	0.037	0.021	(0.016)	(0.016)	Slightly increasing levels of income from Fixed Penalty Notices and road closures towards the end of the financial year.	Use of £20k Portfolio Balance at Period 8. Income is now moving in a positive direction.
Aggregate of other Variances	12.002	12.007	0.005	(0.005)	Minor adjustments at final outturn.	
<b>Total Streetscene &amp; Transportation</b>	<b>29.558</b>	<b>29.642</b>	<b>0.084</b>	<b>0.074</b>		

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Planning & Environment						
Planning	1.492	1.390	(0.102)	(0.112)	Minor reduction in Planning Fee income levels.	Planning Fee income budget increased in line with Business Planning proposals for 2015/16.
Public Protection	2.554	2.539	(0.015)	(0.027)	Minor adjustments at final outturn.	
Management Support & Performance	0.569	0.503	(0.066)	(0.066)	Vacancy Budget allocated following Single Status implementation inclusive of staff savings to date.	Some of these vacancies will be used towards Business Planning efficiencies in 2015/16.
Energy Services (including closed Landfill Sites and Electricity Generation)	0.069	(0.005)	(0.074)	(0.074)	Challenge/accrual monitoring has been successful in reducing Repairs & Maintenance and Equipment Rental costs.	Income generation levels for Gas Engines is a potential risk for 2015/16.
Drainage	0.079	0.110	0.031	0.031	Income for Flood Water Management Act carried forward to mitigate grant funding shortfalls in 2015/16.	
Greenfield Valley & Heritage Park	0.289	0.288	(0.001)	(0.001)		
Aggregate of other Variances	0.592	0.595	0.003	0.003		
<b>Total Planning &amp; Environment</b>	<b>5.644</b>	<b>5.420</b>	<b>(0.224)</b>	<b>(0.246)</b>		



OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Education & Youth						
Primary & Early Years Education	44.333	44.331	(0.002)	(0.002)	Minor Variances.	Continue to review.
Secondary, 14 -19 & Continuing Education	36.954	36.933	(0.021)	(0.021)	Minor Variances.	Continue to review.
Inclusion Services	13.123	13.089	(0.034)	(0.034)	2 new Out of County placements in October adversely affected this budget. 2 new placements and an emerging placement were received during November. In addition to this an increase in 1 to 1 support of 2 clients created a further cost of £0.038m. Staffing savings of £0.017m were realised during January. Increased recoupment of tri-parite payments owing at year-end has resulted in an overall underspend.	Continue to review in 2015/16.
Access (School Planning & Provision)	0.709	0.779	0.070	0.070	The variance has been caused by a sharp increase in the cost of School Trips and in the demand for Free School Meals.	Continue to review.
21st Century Schools	0.087	0.266	0.179	0.179	This represents the final contract exit charges and expenditure already incurred against the John Summers High School replacement scheme within the 21st Century School programme. This scheme is no longer proceeding, which was agreed by cabinet 17th Feb 2015.	
Youth Services	1.472	1.452	(0.020)	(0.020)	Minor Variance.	Continue to review.
Commissioning & Performance	0.283	0.217	(0.066)	(0.066)	Reduction in external legal costs associated with school staff. Tightening of uptake of subscriptions, plus other minor variances.	Continue to review.
School Management & Information	0.194	0.167	(0.027)	(0.028)	Minor Variance.	Continue to review.
<b>Total Education &amp; Youth</b>	<b>97.155</b>	<b>97.234</b>	<b>0.079</b>	<b>0.078</b>		

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
People & Resources						
HR&OD	2.617	2.615	(0.002)	(0.004)	Minor Variances.	Underspend is not expected to be recurrent.
Corporate Finance	2.412	2.384	(0.028)	(0.025)	Minor Variances.	Underspend is not expected to be recurrent.
<b>Total People &amp; Resources</b>	<b>5.029</b>	<b>4.999</b>	<b>(0.030)</b>	<b>(0.029)</b>		
Governance						
Legal Services	0.735	0.869	0.134	0.135	£0.131m pressure due to Litigation around local land charges. Overspend due to other minor variances of £0.003m.	Litigation around land charges is a one-off non-recurring cost for this financial year.
Democratic Services	1.965	1.890	(0.075)	(0.075)	The variance is due to an underspend of £0.017m on canvassing costs, an underspend of £0.020m on the member's training budget, over achievement of £0.008m regarding income for the electoral register and an underspend of £0.012m on the Chairman's Dinner. Underspends of £0.018m are due to minor variances.	Underspend is not expected to be recurrent.
Internal Audit	0.402	0.385	(0.017)	(0.017)	Minor Variances.	Underspend is not expected to be recurrent.
Procurement	0.219	0.219	0.000	0.000	No Variance	
Support Services	0.715	0.690	(0.025)	(0.025)	Minor Variances.	Underspend is not expected to be recurrent.
Records Management	0.168	0.185	0.017	0.017	Minor Variances.	Overspend is not expected to be recurrent.
ICT	4.184	4.251	0.067	0.068	Overspend is due to Oracle License review of £0.040m, a pressure on the software budget for £0.036m and the cost of Agency Costs of £0.203m. These costs are being offset by vacancy savings of £0.201m. The balance is due to minor underspends of £0.011m.	The pressure due to the Oracle review is in-year only.
<b>Total Governance</b>	<b>8.388</b>	<b>8.489</b>	<b>0.101</b>	<b>0.103</b>		

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Organisational Change						
Public Libraries & Arts, Culture & Events	1.900	1.867	(0.033)	(0.033)	Minor Variance.	Continue to review.
Museums Service	0.062	0.063	0.001	0.001	Minor Variance.	Continue to review.
County Archives	0.253	0.244	(0.009)	(0.009)	Minor Variance.	Continue to review.
Leisure Services	3.977	3.987	0.010	0.010	Minor Variance.	Continue to review.
Community Assets	0.061	0.054	(0.007)	(0.007)	Minor Variance.	
Valuation & Estates	(0.980)	(0.843)	0.137	0.137	Income on a number of sites has been lower than anticipated. NNDR has increased as a result of a number of empty units. Utilities on Greenfield Business Park were higher than anticipated.	This is not a recurring pressure.
Property Design & Consultancy	1.894	1.712	(0.182)	(0.182)	Underspend on Flintshire Connects of £0.031m. R & M costs have come in £0.037m under budget. Underspend on Leigonella and Asbestos monitoring of £0.047m. Reduced expenditure in respect of Conditional Surveys £0.033m. Other minor variances contributing to overall underspend £0.034m.	This is a non recurring pressure.
Engineering Services	(0.091)	(0.060)	0.031	0.010	Minor Variance.	Continue to review.
Facilities Services	1.847	1.754	(0.093)	(0.092)	Additional income above budget from the increased numbers in school meals has resulted in this net underspend.	Org 2 online payment for school meals - Agreed funding for 13.14 of £0.083m, current balance of £0.049m requested to rollover to 15.16 to continue the rollout out to remaining schools.
<b>Total Organisational Change</b>	<b>8.923</b>	<b>8.778</b>	<b>(0.145)</b>	<b>(0.165)</b>		

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Chief Executives	3.151	3.111	(0.040)	(0.040)	Minor Variances.	Underspend is not expected to be recurrent.
<b>Total Chief Executives</b>	<b>3.151</b>	<b>3.111</b>	<b>(0.040)</b>	<b>(0.040)</b>		
Central & Corporate Finance						
Central & Corporate Finance	25.915	24.775	(1.140)	(1.345)	Central Loans and investment year end underspend of £0.629m. However, this can be affected by many factors such as impact of future investment programme and the level of future reserves and borrowing requirements. MRP accounting policy has been reviewed in accordance with CIPFA guidance. MRP on assets funded by Prudential Borrowing is spread over the life of the asset and begins the year after the assets become operational. MRP on 21st century schools funded assets has been reviewed in year. Increased Coroners Recharge in Quarter 4 of £0.043m. Pension Fund Contributions reduced by £0.133m due to increased Employees contribution, and information received from our Clwyd Pension Fund Section has amended the projection. Identified one-off budget efficiencies of £0.630m. Additional Windfall income of £0.411m. Underspend on allocation of inflation of £0.240m. Strike deductions of £0.150m. Other minor underspends of £0.041m.	Keep under Review

OUTTURN - SUMMARY

Service	Revised Budget (£m)	Outturn (£m)	Variance (£m)	Variance Month 12 (£m)	Cause of Major Variance	Action Required
Central & Corporate Finance (continued)					A one-off rebate of £0.072m has been received in relation to historical audit fees. Additional in-year savings on audit fees of £0.067m. Workforce efficiencies achieved now reflect an overachievement of £0.890m in 14/15 together with an underachievement of £1.015m for the review of Administrative roles though future efficiencies are anticipated to be achieved through Voluntary Redundancy applications and further workforce review. The under achievement of the Administrative efficiencies is partly offset by an underspend on Investment costs of £0.479m.  Cost of £1.292m in relation to the ophaned site at Sandycroft which now includes provision for potentially liability of the risk closure and site disposal. An underachievement in Support Services Recharges of £0.221m. Operation Base costs of £0.031m.	On-going monthly monitoring.
<b>Total Central &amp; Corporate Finance</b>	<b>25.915</b>	<b>24.775</b>	<b>(1.140)</b>	<b>(1.345)</b>		
<b>TOTAL</b>	<b>255.176</b>	<b>253.372</b>	<b>(1.804)</b>	<b>(2.059)</b>		



EFFICIENCY NOT ACHIEVABLE			
Portfolio	Efficiency Description	Efficiency not achieved (£m)	Reason for efficiency not being achieved
Streetscene & Transportation	Streetscene - North Wales Trunk Road Association Financial benefit from involvement with the NE Wales Trunk Road Hub.	0.050	Ministerial announcement re: the future of the Trunk Road Management arrangements has stalled the project.
Social Services	Learning Disabilities - Day Opportunities Efficiencies	0.013	This efficiency was based on vacating premises at Tri Ffordd. These premises have not yet been vacated.
Social Services	Relocation of Estuary Crafts to Tri Ffordd	0.024	Delays in the relocation of Estuary Crafts has meant this efficiency was not achieved.
Central & Corporate Finance	Review of all Admin roles / processes as a result of improved technology.	1.015	As part of the 2015/16 budget all unachieved workforce efficiencies have been addressed and a revised target set for Admin Review Efficiencies.
<b>Total</b>		<b>1.102</b>	

EFFICIENCY ACHIEVABLE IN PART			
Portfolio	Efficiency Description	Efficiency not achieved (£m)	Reason for efficiency not being achieved
Streetscene & Transportation	Streetscene & Transportation - Employment Contracts - Review Employment Contracts to increase service flexibility	0.040	The achievement of this efficiency was dependant on the implementation of Single Status which was delayed into June 2014.
Organisational Change 1	Leisure - Changes to rotas and cover arrangements.	0.023	1/12th of the efficiency was achievable because the Service Review was not implemented until July. This meant that posts could not be deleted until July. The delay due to Single Status implementation (Apr & May) has been funded from the reserve.
<b>Total</b>		<b>0.063</b>	





**APPENDIX 4**

**Movements on Council Fund Unearmarked Reserves**

	<b>£m</b>	<b>£m</b>
Total Reserves as at 1 April 2014	11.161	
Less - Base Level (inclusive of reduction of £0.065m agreed as part of the 2014/15 budget)	(5.769)	
Total Reserves above base level		<b>5.392</b>
Less – estimate required from the amount approved as part of Investment strategy as per budget 2014/15 report		(2.500)
Add – Contribution from investment costs for termination benefits accounted for in 2013/14		0.745
Less - Amount approved under delegated powers reported in July 2014 monitoring report		(0.696)
Amount available for delegation to Cabinet		<b>2.941</b>
Add projected underspend as at Outturn		1.804
<b>Total projected Contingency Reserve as at 31<sup>st</sup> March 2015</b>		<b>4.745</b>



## HRA Major Variance Report - Outturn

Service	Revised Budget (£m)	Projected Outturn (£m)	Variance Outturn (£m)	Variance Month 12 (£m)	Cause of Variance	Action Required
Rents	(27.713)	(27.727)	(0.014)	(0.014)		
Subsidy	6.404	6.235	(0.169)	(0.189)	Calculation of subsidy submission identifies that the capital element is lower than reported at budget setting 12mths earlier. Therefore resulting in an reduced HRAS bill.	
General Income	(0.714)	(0.567)	0.147	0.147	Garden Service has been reviewed and contract amended to take in to account issues experienced by tenants, therefore resulting in a reduced income of £0.096m.	
Landlord Services	0.830	0.901	0.071	0.066	Garden service costs are expected to rise by £0.055m due to the service review. Repairs & Maintenance costs on general HRA buildings/lifts etc forecast at last years outturn being £0.038m more than budget.	
Vacancy Savings	0.257	0.000	(0.257)	(0.257)	Vacancy savings due to posts not yet being filled. Once posts are recruited to this budget will be used to fund the post for the remainder of the year.	
CERA	6.581	6.884	0.303	0.303	Demolition costs for Castle Heights car park £0.150m Communal Heating £0.063m Shortfall in MRA £0.090m.	
Other variances (aggregate)	14.852	14.464	(0.388)	0.013	Carry forward balances for Software amount to £0.159m, Pension & Redundancy £0.035m. HRA Insurances made savings of £0.042m. Reduction in support service recharge £0.156m	
<b>Total :</b>	<b>0.497</b>	<b>0.190</b>	<b>(0.307)</b>	<b>0.069</b>		



## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:**           **CABINET**

**DATE:**                   **TUESDAY, 14 JULY 2015**

**REPORT BY:**           **CORPORATE FINANCE MANAGER**

**SUBJECT:**               **PRUDENTIAL INDICATORS - ACTUAL 2014/15**

### **1.00**    **PURPOSE OF REPORT**

1.01    To provide Members with 2014/15 (actual) Prudential Indicator (PI) figures as required under the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

### **2.00**    **BACKGROUND**

2.01    The background to this item is provided in the report to Cabinet 17<sup>th</sup> February 2015 (subject: Prudential Indicators 2015/16 to 2017/18). The Prudential Code has been developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) as a professional code of practice to support local authorities in determining their programmes for capital investments in fixed assets. Local authorities are required by Regulation to have regard to the Prudential Code when carrying out their duties under Part 1 of the Local Government Act 2003.

2.02    The framework established by the Prudential Code is intended to support local strategic planning, local asset management planning and proper option appraisal. The objectives of the Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice; the 2014/15 capital programme was prepared on this basis – affordable in terms of implications for Council Tax and housing rents, prudent and sustainable in terms of implications for external borrowing.

2.03    The Prudential Code sets out the indicators that must be used and the factors that must be taken into account in preparing such.

### **3.00     CONSIDERATIONS**

#### **3.01     General**

3.01.1 Actual (2014/15) PI's have now been calculated in respect of the following:

- Capital expenditure
- Ratio of financing costs to net revenue stream
- Incremental impact of capital investment
- Capital Financing Requirement
- Authorised Limit for External Debt

#### **3.02     Housing Revenue Account (HRA) – Introduction of Self Financing**

3.02.1 As detailed in Section 3.02 of the report of 17<sup>th</sup> February 2015, the introduction of Self Financing necessitated a one-off capital payment to Welsh Government. At budget setting time this was estimated to be c£92m (See 3.02.5 of the above report).

3.02.2 The arrangements for the exit of the negative subsidy system changed following the Council setting its budget, resulting in a lower payment of c£79m being made. For Members information the 2015/16 estimates reported in February have been updated to reflect this change.

3.02.3 Both the original and revised estimates are shown in the tables below where appropriate.

#### **3.03     Capital expenditure**

3.03.1 The PI's for capital expenditure are based on the Council's capital programme (that takes into account the Council's asset management and capital investment strategies), and are supplemented (for capital accounting purposes) by the value of finance leases held. The capital expenditure totals are the starting point for the calculation of the PI's and essentially provide the base financial data from which all other indicators follow.

3.03.2 Prior year (2013/14) actuals and 2014/15 estimate totals are included for information purposes, together with forward totals for 2015/16 (revised as necessary).

3.03.3 Actual 2014/15 capital expenditure for the Council Fund and the Housing Revenue Account (HRA) is £40.372m as shown in the table below.

CAPITAL EXPENDITURE					
	2013/14	2014/15	2014/15	2015/16 Estimate	
	Actual	Estimate	Actual	Original	Revised
	£m	£m	£m	£m	£m
Council Fund	25.101	20.970	28.378	50.359	50.359
Housing Revenue Account	12.874	12.381	11.994	113.620	100.259
<b>Total</b>	<b>37.975</b>	<b>33.351</b>	<b>40.372</b>	<b>163.979</b>	<b>150.618</b>

3.03.4 Capital expenditure and related funding issues are part of the agenda for meetings of the Assets Programme Board (Formerly Corporate Asset Management Group (CAMG)). Detailed analysis and commentary regarding 2014/15 actual expenditure is provided in the capital outturn report which is also on this agenda.

### 3.04 Ratio of financing costs to net revenue stream

3.04.1 The actual ratio of financing costs to net revenue stream for 2014/15 is as follows:

RATIO OF FINANCING COSTS TO NET REVENUE STREAM					
	2013/14	2014/15	2014/15	2015/16 Estimate	
	Actual	Estimate	Actual	Original	Revised
	%	%	%	%	%
Council Fund	5.7%	6.0%	5.8%	5.7%	5.7%
Housing Revenue Account	6.4%	6.8%	5.9%	20.1%	19.1%

3.04.2 The HRA ratio (2015/16 estimate), calculated in accordance with the Prudential Code, reflects the increase in financing costs attributable to the settlement payment required to exit the HRA negative subsidy system. The ratio does not include the revenue savings as a result of no longer paying negative subsidy which outweigh the increase in finance costs.

### 3.05 Incremental impact of capital investment

3.05.1 The incremental impact of capital investment on the Council Tax reflects planned unsupported (prudential) borrowing charges. During 2014/15 £0.684m of charges were incurred. The table below indicates that the impact of this would be a £11.08p increase in Council Tax levels, however these charges are funded from savings elsewhere within the Council Fund and so the actual effect on Council Tax levels was nil in 2014/15.

ESTIMATED INCREMENTAL IMPACT OF CAPITAL INVESTMENT				
	2013/14	2014/15	2014/15	2015/16
	Actual	Estimate	Actual	Estimate
	£	£	£	£
Council Fund	12.14	11.86	11.08	9.41
Housing Revenue Account	n/a	n/a	n/a	n/a

3.05.2 Whilst the 2015/16 HRA capital expenditure total includes c£79m that is to be financed via Unsupported (Prudential) Borrowing, the revenue savings as a result of no longer paying negative subsidy outweighs the increase in finance costs as a result of the capital expenditure, meaning that these investment decisions haven't had an increasing impact on rent levels.

### 3.06 Capital Financing Requirement

3.06.1 The actual (average) capital financing requirement for 2014/15 is £189.388m, being the measure of the Council's underlying need to finance capital expenditure by borrowing or other long term liabilities during the year. The HRA debt outstanding total (2015/16 estimate) has increased as a result of the subsidy buyout as referred in section 3.02. above and is evidenced in the table below:

CAPITAL FINANCING REQUIREMENT					
	2013/14	2014/15	2014/15	2015/16 Estimate	
	Actual	Estimate	Actual	Original	Revised
	£m	£m	£m	£m	£m
Council Fund	160.305	166.707	164.993	181.758	181.758
Housing Revenue Account	25.373	24.701	24.395	119.308	112.721
<b>Total</b>	<b>185.677</b>	<b>191.407</b>	<b>189.388</b>	<b>301.067</b>	<b>294.480</b>



### **3.07 Authorised Limit for External Debt**

3.07.1 Actual external debt for 2014/15 was £179.173m, with separately identified limits for borrowing and other long term liabilities such as finance leases:-

<b>AUTHORISED LIMIT FOR EXTERNAL DEBT</b>					
	<b>2013/14</b>	<b>2014/15</b>	<b>2014/15</b>	<b>2014/15</b>	<b>2015/16</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Revised</b>	<b>Actual</b>	<b>Estimate</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
All Borrowing (Cap/Rev)	172.113	257.300	303.100	172.113	324.100
Other Long Term Liabilities	7.552	22.100	20.100	7.060	20.100
<b>Total</b>	<b>179.665</b>	<b>279.400</b>	<b>323.200</b>	<b>179.173</b>	<b>344.200</b>

### **4.00 RECOMMENDATIONS**

4.01 Cabinet is requested to note and approve the report.

### **5.00 FINANCIAL IMPLICATIONS**

5.01 None; the financial information provided is retrospective.

### **6.00 ANTI POVERTY IMPACT**

6.01 None.

### **7.00 ENVIRONMENTAL IMPACT**

7.01 None.

### **8.00 EQUALITIES IMPACT**

8.01 None.

### **9.00 PERSONNEL IMPLICATIONS**

9.01 None.

### **10.00 CONSULTATION REQUIRED**

10.01 None.

### **11.00 CONSULTATION UNDERTAKEN**

11.01 None.

**12.00 APPENDICES**

12.01 None.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985**  
**BACKGROUND DOCUMENTS**

Final Accounts working papers 2014/15  
Various Welsh Government and CIPFA papers

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 14 JULY 2015**

**REPORT BY:** **CORPORATE FINANCE MANAGER**

**SUBJECT:** **REVENUE BUDGET MONITORING 2015/16**

### **1.00 PURPOSE OF REPORT**

1.01 To provide Members with the first available revenue budget monitoring information for the Council Fund and Housing Revenue Account (HRA) for 2015/16.

### **2.00 BACKGROUND**

2.01 The Council Fund budget and the HRA budget for 2015/16 were agreed by Council on 17 February 2015.

### **3.00 CONSIDERATIONS**

3.01 As in previous years, during the early part of the 2015/16 financial year Corporate Finance resources have been dedicated to the closure of the accounts for 2014/15 to ensure that the statutory deadline for completion of the draft statement of accounts by the end of June is achieved. The draft Statement of Accounts are to be presented to the Audit Committee on 15 July and the 2014/15 revenue final outturn report is included elsewhere on this agenda.

3.02 Although resources have been prioritised to complete the 2014/15 statutory accounts significant work has already been undertaken to review the progress and risks associated with the efficiencies included in the 2015/16 budget.

3.03 The 2015/16 budget includes £12.874m of efficiencies relating to Business Planning and Corporate Financing efficiencies across Portfolios. The significant level of efficiencies needed to deliver the budget has led to the establishment of Programme Boards for each Portfolio attended by both Officers and Members, with the remit of tracking efficiencies and highlighting risks and mitigating actions in relation to the achievement of the 2015/16 efficiencies.

3.04 In addition Service Managers and Corporate Finance have continued to liaise with regard to any early changes in demand, particularly in known volatile service areas despite the fact that in the first couple of months of a new financial year it is more difficult to rely on trends around service demand for forecasting purposes.

3.05 This first budget monitoring report of the year does not provide the level of detail which follows from month three onwards but does highlight the risks identified through the work referred to above in paragraphs 3.03 – 3.04 and these are detailed below.

**Disability Services (Resources & Regulated Services)**

3.06 There is a projected underspend of £0.300m against a new pressure of £0.338m in respect of the transfer of the responsibility for the former Independent Living Fund (ILF) from UK Government to devolved administrations. The pressure was included in the budget on the basis of the amount being paid to local authorities being distributed on the RSG formula. Following completion of the consultation (after the Council's budget had been set), it was determined that the funding for this would be distributed as a specific grant amount based on the amount actually required to pay service users. There is no allocation to cover the administration of the scheme so it is intended to keep an element of this allocation to fund the additional administration burden and to cover for obligations to meet employer liability insurance for carers employed by service users.

**Business Services Income (Charging Policy Fee Income)**

3.07 There is a projected excess of income above the level budgeted of £0.300m in respect of charging policy fee income. Welsh Government increased the maximum charge cap to £60 per week with effect from 1st April 2015. A budget efficiency of £0.100m was applied as an increase to the target income budget. The latest projections indicate that total income will exceed budget by £0.300m.

**Children's Services (Family Placement)**

3.08 There is currently a projected overspend of £0.170m on this service to meet service demand. There have been significant overspends on this service for each of the last four financial years, however the final outturn for 2014/15 reflected a reduction in the level of overspend to £0.222m.

**Funding for Voluntary Sector Organisations**

3.09 An efficiency of £0.203m was approved as part of the 2015/16 budget in respect of a programme of phased reductions in payments to voluntary sector organisations over a period of three years. The original estimate of achieving £0.203m efficiency is now known to be not realistic, however this amount will be found as a cumulative total over 3 years.

**3.10 Localities (Locality Teams)**

There remains a significant demand influenced pressure on domiciliary care provision which is a continuation of the pressure experienced in last financial year. The final outturn position in 2014/15 was an overspend of £0.837m.

In 2015/16, the early projection for domiciliary care is an overspend of £0.514m, which is significantly less than in 2014/15 primarily due to the loss of one very high cost care package.

As was the case in 2014/15, this significant overspend is offset by a projected underspend on Residential Care which is primarily due to an excess of income above budget mainly in respect of property related income but with some influence of free nursing income. There is currently a projected underspend of £0.620m on Residential Care.

**3.11 Recycling**

The recycling market (paper in particular) is going through a volatile period with fluctuating re-cycle sale values. This is likely to impact on 2015/16 recycling income levels for the Council. There is a risk of under achieving 2015/16 income targets.

**3.12 Planning Fee Income**

The anticipated increase in planning fees by Welsh Government will not now take place until 1<sup>st</sup> October 2015 which means that there will potentially be a shortfall of £0.125m on the budgeted efficiency.

**3.13 Rationalisation of Household Recycling Sites**

Further options are being considered and consultation undertaken in relation to the proposed closure of Hope recycling centre which has the effect of reducing the proposed efficiency. In addition, the delay in introducing changes to the operating times at Connah's Quay and Flint sites will result in a projected shortfall on the budgeted efficiency of £0.175m

**3.14 Highways Services - Reduction of Cleansing Standards**

The implementation date is now anticipated to be 1<sup>st</sup> January 2016 which will result in a shortfall in the efficiency of £0.100m. A separate report on this policy is scheduled for Cabinet on this agenda.

**3.15 Waste services**

There is a projected shortfall in income of £0.150m from the gas engines at Brookhill and Standard Landfill Sites due to issues with the electrical equipment.

**3.16 Out of County Placements**

As has been the case in the past the volatility in demand and the impacts on service costs cannot be predicted with any certainty. Therefore there is always a risk of significant variances occurring

although this area will continue to be closely monitored.

**3.17 People & Resources**

The 2015/16 budget includes a Business Plan efficiency of £0.105m which relates to workforce efficiencies within Human Resources. There is a risk that this efficiency will not be met in full this financial year, though this will be reported on in more detail later in the reporting cycle.

**3.18 Central & Corporate Finance**

The 2015/16 budget includes an efficiency for Workforce related proposals of £0.300m which relate to leave buy back, use of pool cars and staff parking. At this early stage it is anticipated that there will be a shortfall of £0.150m in achieving this within the current financial year. However, alternative ways of achieving the full efficiency will continue to be explored.

3.19 Within the Central Loans and Investment Account (CLIA), an efficiency of £0.600m was included in the 2015/16 budget in relation to the Housing Revenue Account (HRA) subsidy buy out. Due to a change in the settlement amount which Welsh Government announced after the budget was set it is now unlikely that this will be achieved. However, a full review of the CLIA is being undertaken on this complex account which will provide an overall assessment of the impact on this account.

3.20 Provision has been made in the 2014/15 accounts for the phase 1 and 2 decommissioning, decontamination and clearance of the former chemical site in Sandycroft. Monthly costs for ongoing security and maintenance of the site are in the region of £0.030m and will accumulate throughout the financial year until site disposal.

3.21 Within the centrally held Corporate Finance account, there is currently a potential underspend on Non-Standard Inflation of £0.335m which will continue to be held until an assessment of the in year requirements for inflation has been undertaken later in the year.

3.22 An amount of £1.747m was included in the budget in relation to estimated additional pension costs following the triennial actuarial valuation. Initial work suggests that the full amount may not be required due to workforce reductions however further work will be undertaken on this prior to Month 3 to consider the overall impact for 2015/16 and future years.

3.23 The emerging risks and issues identified in 3.06 – 3.22 are the significant items that have been raised at this early stage in the year. Where there are potential budget pressures opportunities to mitigate them will be considered and implemented where appropriate to help ensure that spend can be brought in line to the overall budget. A full detailed budget monitoring position will be reported for the first quarter

of the year to Cabinet in September.

**3.24 Housing Revenue Account**

There are no significant variations identified at this stage within the Housing Revenue Account.

**4.00 UNEARMARKED RESERVES**

4.01 The final level of Council Fund Contingency Reserve brought forward into 2015/16 was £4.745m as detailed in the 2014/15 outturn report elsewhere on this agenda (subject to Audit).

4.02 As detailed in the Final Outturn report it is recommended that the use of the additional Contingency Reserve of £1.804m is held and considered for any additional in-year and future investment in change in the context of the MTFP.

**5.00 RECOMMENDATIONS**

5.01 Cabinet is recommended to note the report.

**6.00 FINANCIAL IMPLICATIONS**

6.01 As set out in the report.

**7.00 ANTI POVERTY IMPACT**

7.01 None directly as a result of this report.

**8.00 ENVIRONMENTAL IMPACT**

8.01 None directly as a result of this report.

**9.00 EQUALITIES IMPACT**

9.01 None directly as a result of this report.

**10.00 PERSONNEL IMPLICATIONS**

10.01 None directly as a result of this report.

**11.00 CONSULTATION REQUIRED**

11.01 None directly as a result of this report.

**12.00 CONSULTATION UNDERTAKEN**

12.01 None directly as a result of this report.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985**

**BACKGROUND DOCUMENTS**

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## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 14 JULY 2015**

**REPORT BY:** **CHIEF OFFICER (PLANNING AND ENVIRONMENT)**

**SUBJECT:** **FOOD SERVICE PLAN 2015-16 FOR FLINTSHIRE COUNTY COUNCIL**

### **1.00 PURPOSE OF REPORT**

1.01 To seek Member approval for the Food Service Plan 2015-16.

### **2.00 BACKGROUND**

2.01 Local Authorities throughout the U.K. have been directed by the Food Standards Agency (FSA) to take the necessary action to implement the Framework Agreement on the Local Authority Food Law Enforcement. This Framework Agreement became operational from 1st April 2001. The Framework has been developed to ensure consistent food law enforcement service throughout the country.

### **3.00 CONSIDERATIONS**

3.01 The Service Plan, a copy of which is available in the Members' Library and on the website, has been produced by officers of the Health Protection Service within the Planning and Environment portfolio in line with the model format contained within the Framework Agreement. It outlines the proposals for service delivery for the period 1st April 2015 to 31<sup>st</sup> March 2016 as well as a review of the Service Plan for 2014 with overall performance for 2014 to 2015 shown as Appendix 3 within the Service Plan.

3.02 The elements of the Food Service, namely Food Safety, Food Standards and Animal Feed, sit under two Team Leaders, both under the responsibilities of the Health Protection Manager within the Planning and Environment portfolio.

3.03 **Key Achievements for 2014/15 are as follows:**

Sustained progress with achieving actions contained within the FSA action plan following receipt of the final FSA audit report in July 2014.

Many actions are completed.

Achieving 100% of all Food Hygiene, Food Standards and Feedstuffs High Risk inspections.

Notable improvement in the number of food businesses Broadly Compliant with Food Hygiene legislation to a very pleasing total of 95.6% of Flintshire businesses achieving this standard.

Collaborative work with other North Wales Local Authorities and FSA to produce and introduce the North Wales Feed Enforcement Delivery Plan (NWFEDP) for implementation from 1<sup>st</sup> April 2015.

Training of Trading Standards Enforcement Officers to ensure compliance with the competence requirements of the revised Feed Law Enforcement Code of Practice (FLECP) Wales 2014, in order to provide resilience in the participation in regional feed service delivery.

Provision of comprehensive advice to businesses on the major change in Food Standards legislation which came in to force in December 2014 by running numerous workshops relating to allergen labelling requirements.

Delivery of Food Hygiene and Food Safety Management System training in the medium of Turkish to 30 food handlers within Flintshire and Wrexham, funded by FSA Wales as part of the regional Environmental Health collaboration projects.

Successful prosecution of a takeaway businesses for offences under The Food Safety Act 1990 for the misdescription of food containing peanut allergen.

**Key Targets for 2015-16 are as follows:**

Achieve 100% of all High Risk inspections for Food Hygiene, Food Standards and Feed.

Delivering the North Wales Regional Collaborative Working project in poorer performing premises in relation to Food Hygiene, which it is hoped will be funded by the FSA Food Safety Management System grant.

Continuation of the collaborative approach to feed service delivery across North Wales as part of the FSA Wales funded North Wales Feed Enforcement Delivery Plan.

Delivering the Food Standards Sampling programme as part of the regional North Wales Trading Standards Collaboration project.

Following the project undertaken in February 2015 on the non-display

of Food Hygiene Rating stickers, continuation of this work to include potential enforcement action for the non-display of Food Hygiene Rating stickers.

#### **4.00 RECOMMENDATIONS**

4.01 That Members approve the Food Service Plan 2015/2016.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 The cost of implementing the agreement in Food Law Enforcement will be met within the existing Planning and Environment portfolio budget.

#### **6.00 ANTI POVERTY IMPACT**

6.01 None.

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 None.

#### **8.00 EQUALITIES IMPACT**

8.01 The Plan seeks to ensure food is safe for consumption by all.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 N/A

#### **10.00 CONSULTATION REQUIRED**

10.01 N/A

#### **11.00 CONSULTATION UNDERTAKEN**

11.01 N/A

#### **12.00 APPENDICES**

Appendix 1 – Food Service Plan 2015/2016 (available in the Members' Library)

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985**  
**BACKGROUND DOCUMENTS**

None.

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# FOOD SERVICE

## SERVICE PLAN

2015-2016



# FLINTSHIRE COUNTY COUNCIL FOOD SERVICE PLAN 2015-16

## INTRODUCTION

The Service Plan relates to the year commencing 1st April 2015 and ending 31st March 2016.

It covers the service provision for the Food Safety, Food Standards and Feedstuffs functions of Flintshire County Council.

The purpose of this Plan is to provide:

- Information about the scope of the Service.
- Information about the services provided.
- Information about the means of Service provision.
- Information about performance of the Food Service against Performance Targets set out in Plan as well as against national or locally defined Performance Indicators.
- Information relating to reviewing performance in order to address any variance from meeting the requirements of the Service Plan.

Service Plans will be produced annually to allow for meaningful review and progression, in accordance not only with the requirements of the Food Standards Agency "Framework Agreement on Local Authority Food Law Enforcement" but also with the principles of the "Wales Programme for Improvement".

This Service Plan also forms part of the Authority's commitment to delivering the aspirations of the Local Service Board to provide citizen centred services and to work in collaboration and co-operation.

**FLINTSHIRE COUNTY COUNCIL  
FOOD SERVICE PLAN 2015-16**

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## 1.0 SERVICE AIMS AND OBJECTIVES

### 1.1 Aims and Objectives

The aims of the Food Service are to:

1. Promote, through education and enforcement, the sale and/or production of food which is fit and without risk to health.
2. Prevent and control the spread of food borne illness through education and enforcement.

These will be achieved by:

- (a) Providing a complete and holistic food law enforcement service covering the areas of food hygiene and safety, food standards and animal feeding stuffs in accordance with relevant food legislation and Codes of Practice, thereby fulfilling statutory obligations.
- (b) Providing a responsive service to demand driven elements such as food safety incidents, outbreaks of food related infectious disease, complaints and request for advice from both businesses and members of the public, in accordance with the National and locally defined performance indicators, relevant Codes of Practice, plans and protocols.
- (c) Assisting businesses to comply with all relevant legislation by using a balance of techniques and approaches in order to ensure the safety and well being of the Public and of the environment in line with the Public Protection Enforcement Policy 2010.
- (d) Maintaining an up-to-date database of all food establishments in the County so that resources can be effectively defined and utilised to meet statutory, national and locally defined targets of inspection, sampling, specific initiatives and tasks set by Food Standards Agency Wales (FSA), other agencies, or based on local need.
- (e) Providing an open and transparent Food Service with clear lines of communication for all service users.

### 1.2 Links to Corporate Objectives and Plans

The Food Service links to the Community Strategy 2009-2019 and the Improvement Plan for the Council. There are five key priorities contained in the Community



Strategy, these are:

1. Economic Prosperity
2. Health Improvement
3. Learning and Skills for Life
4. Living Sustainably
5. Safe and Supportive Communities

The Food Service Plan has direct links with the County Priorities and Improvement Plan 2012 – 2017. The Plan sets out the full list of the Council's eight priorities for the period 2012- 2017. Each year, sub-priorities are chosen which will receive significant attention over a particular year and where we will make a bigger impact.

Previously, the Food Service sat within the Environment Directorate. This changed last year due to the restructuring of the Council and the Service now sits in the Planning and Environment Portfolio. An overarching Service Plan is due to be written for the Planning and Environment Portfolio for this year.

Each Service area within Public Protection writes annual Operational Action Plans, which have been informed by a range of external and internal drivers and through a greater focus on robust risk assessment, intelligence led intervention, targeting and performance management. All team members contribute to devising the Operational Action Plans for each Service Area.

The Food Service links with key strategic priorities of Welsh Government such as the “Health, Social Care and Well-Being Strategy” and “Health Challenge Wales”.

Food Safety is a statutory duty of the Council. Targets to be achieved are set in relation to both National Performance Accountability Measures and Service Improvement Data. A Corporate Performance Management System termed CAMMS, monitors performance of all services within the Council and these are reported quarterly. The areas reported on are the Performance Accountability Measure, “the percentage of premises Broadly Compliant with Food Hygiene Legislation” and the following Service Improvement Data:

- (a) The percentage of High Risk Food Safety inspections carried out.

- (b) The percentage of High Risk Food Standards inspections carried out. This is reported in the Trading Standards figure, as are (d) and (e).
- (c) The percentage of new businesses inspected for Food Safety.
- (d) The percentage of new businesses inspected for Food Standards.
- (e) The percentage of significant breaches resolved in relation to Food Standards.
- (f) The percentage of High Risk Feed inspections carried out.
- (g) The percentage of new businesses inspected for Feed.

The Food Service will participate actively in strategies and programmes associated with the “Wales Programme for Improvement” and the “Making the Connections Agenda” and will continue to implement performance management systems to improve the efficiency and effectiveness of service delivery in a meaningful way to the citizens of Flintshire.

## 2.0 BACKGROUND

### 2.1 Authority Profile

Flintshire is a Unitary Authority. The County has an area of 43,464 hectares and a population of approximately 152,700 as per the 2011 Census. The County is made up of a mixture of small towns and conurbations, particularly to the south and predominately rural and agricultural land located in the north. The population is subjected to small seasonal fluctuations due to influx of tourists to the area. It has a number of industrial estates on which many manufacturers including food manufacturers are located, as well as headquarters for several food manufacturers including one large national food retailer. The coastal edge of Flintshire County Council abuts the Dee Estuary upon which cockle and mussel beds are situated and there is a small port located at Mostyn.

### 2.2 Organisational Structure

The Food Service is part of the Public Protection Service within the Planning and Environment portfolio area. The Food Safety and Food Standards functions both fall under the responsibility of the Team Leader – Food Safety and Food Standards. Feed is managed by the Team Leader – Animal Health and Health Promotion. These functions sit within the Health Protection Service area of Public

## 2.3 Scope of the Food Service

Protection, which is overseen by the Health Protection Manager. The organisation structure of the Food Service is illustrated on the chart detailed in Appendix 1. Appendix 1 also includes the Management and Cabinet structure of the Council.

Specialist services are provided by Public Health England, Public Health Wales and Public Analyst Scientific Services as the Public Analyst (See Section 3.5).

The scope of the respective component parts of the service are detailed below:

### Food Safety

The Food Safety component of the service has the following responsibilities and service provision:

- Enforcement of relevant food safety and food hygiene legislation, in all food establishments in Flintshire.
- Registration of food businesses and approval of premises subject to compliance with product specific legislation (meat products, fish, shellfish, fishery products and dairy products).
- Implementation of the National Food Hygiene Rating Act.
- Investigation of food complaints that relate to fitness of food for human consumption as well as food complaints that relate to the nature, substance or microbiological quality of the food, taking appropriate action as necessary. In addition, investigation of all complaints which relate to hygiene matters (premises, practices, personnel) in food businesses.
- Investigation of sporadic cases of food (including water) related notifiable diseases and suspected cases of food poisoning.
- Investigation and control of outbreaks of food poisoning and food related notifiable diseases.
- Response to Food Alerts and food related incidents taking appropriate action as necessary.
- Advice to new and existing business, responses to plans, licensing and land charges referrals.
- Providing Export Certificates to allow movement of food from the UK to countries outside the EU.
- Act as Primary Authority for Iceland Food Retail Stores and act as Home and/or Originating Authority for other companies where necessary.
- Undertake food sampling in accordance with the

Sampling Programme.

- Educational and promotional initiatives

### Food Standards

The Food Standards component of the service has the following responsibilities and service provision:

- Respond to requests for consumer advice in matters regarding food standards, labelling and composition.
- Undertake a pre-planned programme of visits to food premises within Flintshire.
- Investigation of complaints relating to the nature, quality or substance of food and complaints relating to mislabelling of food taking appropriate action as necessary.
- Provide advice, information and assistance to food businesses including promotion of the use of the Flintshire Trading Standards Information Pack.
- Undertake food sampling in accordance with the Sampling Programme and in response to incidents.
- Undertake promotional and educational initiatives.
- Undertake duties and responsibilities as Primary Authority for Iceland Food Retail Stores and act as Home Authority and Originating Authority for other food businesses within Flintshire where necessary.

### Feed

The Feed component of the service has the following responsibilities and service provision:

- Undertake a pre-planned programme of visits to feed premises within Flintshire.
- Provide advice, information and support to feed businesses.
- Investigation of complaints relating to feedstuffs and sampling of feed as when required.

The Service Delivery Point for the Food Safety, Food Standards and Feed Service is County Hall, Mold. For all of the above, the Service Delivery Points are open during normal office hours of 8.30 a.m. – 5.00 p.m. There is no official “out of hours” provision. However, there are systems in place to contact relevant staff should an emergency situation arise via the Care Connect Service.

## 2.4 Demands of the Food Service

There are 1416 food premises in Flintshire. Of the total number of food premises in Flintshire approximately 988 are caterers, with the remainder being made up predominantly by 327 retailers. The catering establishments cover a wide range of premises varying from restaurants, schools, hotels, pubs, residential care homes, hospitals to mobile food vehicles.

There are currently 51 food manufacturing and packing businesses within Flintshire, 10 of which are approved under EU Regulation 853/2004 as they handle products of animal origin. These regulations place additional control measures on these types of premises and on the Local Authority.

The types of food manufacturers within Flintshire vary greatly in the types of processes they use to produce food. These range from cooked meat and ready meal manufacturers with national distribution, through to an on-farm milk pasteuriser supplying milk locally. The diversity in the types of manufacturers operating within the County places a significant demand on the breadth and depth of knowledge required by officers within the Team.

### Dee Estuary

The Dee Estuary has three cockle beds falling within Flintshire's jurisdiction. There are also 2 mussel beds. These beds place significant demands on the Team, particularly during the six month cockle opening season. The management of the Dee accounts for a large portion of the Sampling Budget due to the statutory sampling of the water and shellfish. Enforcement on the Dee involves a cross-agency partnership working with National Resources Wales, Wirral Council, the Centre for Environment, Fisheries and Aquaculture Science (CEFAS), other neighbouring Local Authorities, the North West Inshore Fisheries and Conservation Authorities and the Food Standards Agency Wales.

### Port Health

There is a small port at Mostyn for which the Food Team has responsibility in relation to the ships coming into port requiring a Ship Sanitation Certificate or a food hygiene inspection.

### National Food Hygiene Rating Act

The Council implemented the National Food Hygiene Rating Scheme in December 2010. Since 28th November 2013, the

Food Hygiene Rating (Wales) Act 2013 came in to force. The administration of this Act accounts for a considerable volume of work for the Team. As of 28<sup>th</sup> November 2014, the Act also applies to businesses that operate trade to trade.

Premises Profile

The premises profile, as defined in the Food Law Code of Practice (Wales) April 2014, is as follows:

FOOD STANDARDS			FOOD SAFETY			
Risk	Min.	No. of		Risk	Min.	No. of
High	12 months	16	High	A	6 months	2
				B	12 months	34
Medium	2 years	418		C	18 months	449
Low	5 years	661	Low	D	2 years	283
				E	3 years	561
OUTSIDE		17		OUTSIDE		25
UNRATED		304		UNRATED		62
<b>TOTAL</b>		<b>1415</b>		<b>TOTAL</b>		<b>1415</b>

Please note: there are 5 bands of risk for Food Safety, with A to C being deemed to be High Risk and only 3 bands of risk in Food Standards, with only A being deemed High Risk.

The premises profile for Feed is as follows:

FEEDINGSTUFFS		
Risk	Min.	No. of
High	1 year	1
Medium	2 years	11
Low	5 years	25
Unrated *		329
*Majority likely to be low risk		
<b>TOTAL</b>		<b>366</b>

The vast majority of food business owners are English speaking with a minor requirement for written reports in

Welsh. All advisory literature is produced bilingually in accordance with the Welsh Policy of the Council. Approximately 14% of residents in Flintshire are recorded as Welsh speaking. Approximately 4% of food businesses are of ethnic origin (Asian, Chinese, Turkish and Greek) and once again advisory literature is available in a range of ethnic languages to assist in understanding.

## 2.5 Enforcement Policy

The Food Service undertakes enforcement in accordance with the Public Protection Enforcement Policy which has been updated and approved by Members in 2010. This policy has been based upon the principles of the Enforcement Concordat adopted by Members in September 2000 and the Regulators Compliance Code.

There is also an Enforcement Policy for residents entitled “Regulation and Enforcement – Involving Local Residents”, which was approved by Council in September 2011.

The new Regulators’ Code 2013 was introduced in April 2014 and work is in hand to review the Enforcement Policy in accordance with any changes that are brought about following this introduction.

## 3.0 SERVICE DELIVERY

### 3.1. Food Premises Inspections

Flintshire County Council has one Performance Accountability Measure detailed in the Local Government Performance Improvement Framework 2015-16 and a number of Service Improvement Data relating to all 3 areas of the Service for 2015/2016 which are detailed in 1.2.

The Food Service will carry out inspections in relation to the Performance Indicator, in accordance with pre-planned programmes drawn up annually and commencing on 1st April each year, to coincide with the reporting requirements for the Service to the Food Standards Agency Wales, as part of the Local Authority Enforcement Monitoring System (LAEMS). These inspection programmes are based on the risk rating of the premises/trader so that there is a targeting of resources to ensure that those premises/traders with a high or medium risk are prioritised for inspection.

#### Food Safety and Food Standards

The performance of the Food Safety and Food Standards Team in 2014/2015 was excellent with the Team achieving

100% of High Risk inspections for both Food Safety and Food Standards. The target of 87% of new businesses to be inspected for Food Hygiene was exceeded with 88% actually being achieved. The Food Standards New Business target of 75% was also exceeded by achieving 82%. This took considerable efforts from the Team.

There is a Public Accountability Measure in place, namely the percentage of businesses which are Broadly Compliant with Food Hygiene legislation. For 2014-15, this figure has improved from 85.7% to 95.6% of food businesses within Flintshire falling into this category.

For D rated Food Hygiene inspections, a figure of 66.5% of inspections was achieved and a total of 100% of E rated premises inspections achieved. The figure for the E rated premises is better than the D rated as these were carried out by way of the Alternative Enforcement Strategy which allowed the inspections to be carried out by completion of a telephone questionnaire. (These premises will have to be given a full visit at the time of their next inspection as per the Food Law Code of Practice).

The key objectives for the coming year in relation to programmed inspection and enforcement work are as follows:

- Inspect 100% of High Risk (A-C) rated food premises for Food Safety.
- Inspect 100% of all High Risk (A) rated food premises for Food Standards.
- To inspect all overdue Medium Risk (B) rated premises for Food Standards. To be achieved by combining Food Safety and Food Standards inspections to maximise utilisation of resources and in line with the Better Regulation Delivery Office to reduce the burden on business.
- To inspect all D Rated premises for Food Hygiene to receive a full food hygiene inspection.
- To use the Alternative Enforcement Strategy on all eligible E Rated premises for Food Safety.
- To use the AES on all eligible C Rated premises for Food Standards.
- To revisit all premises receiving a National Food Hygiene Rating Scheme score of 2 or lower, in line with the All Wales Revisit Policy written by the All Wales Food Safety Expert Group.



A full breakdown of premises programmed for inspection 2015-2016 in relation to their Risk Rating is given in Appendix 2. This shows totals of 513 full inspections for Food Hygiene with a further 185 premises being subject to an Alternative Enforcement Intervention and 362 full inspections for Food Standard with a further 100 being subject to an Alternative Enforcement Intervention. The Alternative Enforcement Interventions for Food Standards account for half of those to be done by the end of March 2017.

### Feed

There are 366 registered feed premises in Flintshire. Of the total number of feed premises in Flintshire 307 are registered as farms (Livestock or arable), 20 as feed manufacturing and packing businesses and 30 businesses registered for the supply of surplus food. The remainder of the registered premises are engaged in storage (2), transportation (4) or distribution (3) of feed. The diversity in the types of feed businesses operating within the County places a significant demand on the breadth and depth of knowledge required by officers within the Team.

#### 3.1.1 Additional Targeted Inspection/ Enforcement Activity

Additional targeted inspection and enforcement activity due to be undertaken is as follows:

- Proactive sampling work on Food Standards Authenticity. This is detailed in Section 3.5.
- Effective and professional liaison, communication and co-operation with Iceland Frozen Foods, other LA's and BRDO relating to Primary Authority (PA) matters.
- Investigation of notified food safety related fraud incidents, such as illegal slaughter of meat, including referrals made anonymously.
- Issue of Sanitary Certificates as appropriate for incoming vessels to the Port of Mostyn.
- Appropriate response and liaison with other agencies as necessary for Civil Contingency matters.
- Submit a bid to the FSA Food Safety Management System Grant Funding to focus on effectiveness and efficacy of cleaning procedures in 0 – 2 rated premises. This bid is being submitted jointly with all 6 North Wales Local Authorities as part of the North Wales Environmental Health and Licensing Collaboration Plus Project.
- Assessing non-compliance with the Food Hygiene Rating (Wales) Act 2013, in regard to mandatory

display of food hygiene ratings stickers and taking any enforcement action, as necessary.

### 3.1.2 Resources for Inspections and Additional Enforcement Activity

#### Food Safety and Food Standards

The programmed food hygiene inspections will be undertaken by 5.5 FTE Environmental Health Officers (EHO), and 3.0 FTE Food Safety Officers (FSO). A full breakdown of resources is given in 4.2 – Staffing Allocation.

Food Standards work will be carried by 1.0 FTE Trading Standards Officer, 5.5 FTE EHOs and 2 FTE Food Safety Officers who have completed their Food Standards module. The remaining 1.0 FTE Food Safety Officer is due to be return to their post as of 1<sup>st</sup> October 2015. This officer will not be undertaking Food Standards work until they have achieved the additional qualification required.

Other areas of Trading Standards work within food premises such as Weights and Measures will be carried out by the Trading Standards Officer within the Food Team. This places an absolute requirement for a fully competent Trading Standards Officer to be within the Team.

It is anticipated that the resource implications of any additional targeted inspection or enforcement activity will be met out of the resource provision outlined above.

#### Feed

All aspects of feed work will be carried out by 0.4 FTE Team Leader –Animal Health and Health Promotion and 0.1 Enforcement Officer. During 2014/15 FSA Wales have undertaken a review of feed service delivery across Wales. This has included publication of a revised Feed Law Enforcement Code of Practice for Wales in late 2014 and significant changes made by FSA Wales regarding both the funding and delivery of feed regulation across Wales. This has resulted in the FSA funded North Wales Feed Service Delivery Plan 2015/16.

### 3.2 Food/Feed Complaints

Food complaints cover the full range relating to fitness for human consumption, presence of extraneous matter in foods, microbial contamination and Food Standards issues such as: food labelling, chemical adulteration and spoilage of food.

It is the policy of the Food Service to investigate all food complaints reported including those made anonymously.

#### Food Safety and Food Standards

All food complaints are dealt with in accordance with the Food Law Code of Practice (Wales) April 2014, having regard to the documented Public Protection Enforcement Policy 2010.

Based on statistics for previous years, the estimated number of Food Safety and Food Standards complaints is between 70 and 100 excluding Primary Authority referrals. This equates to 1 FTE (EHO or FSO) and 0.25 FTE of a TSO involved in such investigations.

Please note the above figures do not indicate dealing with food complaints referred by other Local Authorities when acting as Home, Originating or Primary Authority.

#### Feed

Complaints will be dealt with by the Team Leader Animal Health and Health Promotion as the only fully qualified TSO within the Animal Health Team. The estimated number of feeding stuffs complaints for the forthcoming year is anticipated to be between 0 and 5.

### 3.3 Primary Authority Principle

#### Food Safety and Food Standards

Flintshire County Council subscribes to both the Primary and the Home Authority Principle. The Food Service acts as both Home Authority and/or Originating Authority for approximately 50 food businesses and has entered into a Primary Authority relationship with Iceland Foods Ltd, the National Supermarket chain based in Deeside. The resource implications are equivalent to 0.5 FTE of one EHO/TSO post to deal with this function.

The maintenance of the Primary Authority relationship with Iceland Foods Ltd places a pressure on maintaining a level of expertise in Food Safety, Food Standards, Labelling and Composition.

Flintshire is also committed to improving relationships with business and will continue to develop relationships with

business by further promotion of Primary Authority, where applicable, and effective business engagement at all times.

### Feed

There is currently no Primary Authority relationship between FCC and any Flintshire based Feed Business Operator.

## 3.4 Advice to Business

The policy of the Food Service is to provide a balanced approach between the provision of advice and enforcement activity. The Service is committed to providing an effective and responsive advice and assistance service, both on the spot during inspections or upon request, for all Flintshire businesses, including a service in accordance with the BRDO Primary Authority Principle and the LACORS (now LGR) Home Authority Principle. In addition, the Service provides advisory literature, (either produced nationally or in-house) free of charge to businesses to assist them with compliance with relevant legislation. Training courses/seminars will be run subject to demand, for which there is usually a fee, to also assist businesses in compliance.

### Food Safety and Food Standards

In order to maximise the use of limited resources, advice is targeted as follows:

- During inspections and as part of follow up documentation.
- Start-up advice on request.
- Through guidance information available on the Food Safety Teams fully revised website pages.
- Distribution of relevant food safety and food standards material to food businesses.
- Advice and information is given to businesses requesting guidance either by telephone, email or post.

Based on last year's trends, the estimated number of requests for advice, including those proposing to start up a food business for the forthcoming year, is anticipated to be approximately 200 in relation to Food Safety. Advice to businesses is provided by all members of the Team. The Health Promotion Officer has just completed a revised, user-friendly, comprehensive Business Advisory Pack which is to be circulated to other North Wales Local Authorities to use as a template and is to be available on the Flintshire County

### 3.5 Food Inspection and Sampling

Council website.

For Food Standards, it is anticipated the resource required for Advice to Business is going to remain high due to the new legislation governing Food Labelling and Food Standards which came in to force as of December 2014, namely EU Regulation 1169/2011 The Food Information for Consumers Regulations. This, along with The Food Information (Wales) Regulations 2014, which allows for the enforcement of these EU regulations, places considerable new labelling requirements on businesses that have typically had very few requirements under Food Labelling legislation previously and places major changes on small businesses.

We are proposing to carry out further advisory work in October and November to assist businesses in becoming compliant, particularly in regards to Allergen information in food premises that provide non-pre-packed foods specifically such as restaurants, takeaways and delicatessens.

#### Feed

Flintshire is committed to supporting feed businesses and working with them to enable compliance with all regulatory and best practice standards. In order to maximise the use of limited resources, advice is targeted as follows:

- During inspections and as part of follow up documentation.
- Start-up advice on request.
- Through sign posting to guidance information available on the Trading Standards Wales and FSA Wales websites.
- Distribution of relevant feed hygiene and standards material to feed businesses.
- Advice and information is given to businesses requesting guidance either by telephone, e-mail or post.

It is anticipated that the launch of the North Wales Feed Service Delivery Plan will lead to an increased demand for business advice and support.

#### Food Safety and Food Standards

Sampling will be carried out in accordance with the documented Sampling Policy for the Food Service which was referred for Member Approval in July 2001. The sampling programme is devised so that the procurement of samples will follow a risk based approach. Flintshire belongs to the

North West Food Liaison Group which devises a programme of Quarterly Sampling Surveys. The programme will also take in to account statutory requirements as well as the requirements of the Food Standards Agency, the Welsh Food Microbiological Forum and local need.

Samples taken for Food Standards issues are submitted for analysis by the formally appointed and NAMAS accredited Public Analyst for the Council:

PUBLIC ANALYST SCIENTIFIC SERVICES  
WOODTHORNE  
WERGS ROAD  
WOLVERHAMPTON  
WV68TQ

Samples taken as part of the Sampling Programme for Food Safety issues are submitted for microbiological examination by the designated and NAMAS accredited laboratory of:

Public Health England, Food Water and Environmental Microbiology Network (Preston Laboratory),  
Royal Preston Hospital,  
Sharoe Green Lane,  
Preston. PR2 9HT

Each Local Authority is allocated sampling accreditation by the Public Health England in order to undertake Food Safety sampling. Public Health Wales also allocates a limited resource to Flintshire for Food Safety Sampling. This is sent to Ysbyty Gwynedd.

Food Safety samples may need to be submitted to the Public Analyst, Public Health England or Public Health Wales, dependent on the type of examination or analysis required.

The Food Sampling Programme does not preclude the need to undertake reactive sampling i.e. as a result of a food complaint or during food poisoning investigations. Sampling undertaken as part of an Infectious Disease Notification or Outbreak are sent to the laboratory at Ysbyty Gwynedd, Penrhosgarnedd, Bangor.

The Service took part in several successful bids for funding for Food Standards sampling from FSA Wales in 2014-2015. These were undertaken in collaboration with the North Wales Region and as individual bids from Flintshire. The regional grant amounted to approximately £24,750 in total across the region, which generated £2,250 of co-ordinating fee for Flintshire. Inclusive of the individual bids for grant funding

and the co-ordinators fee, £10,140 of additional monies was given to the Authority by FSA Wales and FSA London. All of this further sampling work carried out by the Team involved the use of the National Sampling Database, UK FSS-Net.

The Team Leader Food Safety and Food Standards is Chair of the Welsh Food Microbiological Forum (WFMF) which is responsible for devising Food Safety Sampling Surveys across Wales, based on risk assessment and intelligence to better target resources at particular foods or food poisoning organisms of concern within the UK.

All samples are submitted using the UK-Food Surveillance System (UK-FSS Net) to better target resources in respect of the Food Sampling for Food Standards and by using the latest Internet-based version of the database. This will continue to be used for Food Safety and Food Standards sample submission during 2015-16.

Sampling Projects undertaken during 2014-2015 included:

- Nut allergens in Catering
- Nut Allergens in Retail
- Meat Substitution in takeaways
- Illicit alcohol
- Nut adulteration in spices
- Unauthorised colours in sauces and seasonings in takeaways
- Fish speciation
- Fat / Connective Tissue / Protein ratio in raw mince meat
- Microbiological study on swabs of unusual serving platters
- Microbiological study on swabs of food preparation boards and cleaning cloths in use in food businesses

Proposed Sampling Projects for 2015-16 are predominantly as part of the North Wales Trading Standards Collaboration Plus Project. These include:

- Meat Substitution\*
- Nut allergens in takeaway meals\*
- Peanut allergens in pre-packed ground almonds
- 'Free from' declaration in relation to allergens\*
- Presence of Acrylamide in fried food\*
- Unauthorised use of colours and seasonings in Takeaways\*
- Unauthorised Nutrition and Health Claims

Denbighshire County Council are taking the lead this year and have allocated the surveys out such that Flintshire are taking samples in relation to those with an asterisk\*

For Food Safety, there will be statutory sampling at approved premises and taking part in regional WFMF and Public Health England Surveys to include:

- Quality of raw drinking milk
- Continuation of Unusual Serving Platters
- Continuation of Swabs of food preparation boards and cleaning cloths
- Filled pastry products in hot holding cabinets
- Microbiological survey of premise with a low food hygiene rating

#### Feed

Sampling of Feeding stuffs during 2015/16 will be undertaken as part of the FSA funded North Wales Feed Service Delivery Plan (part of the North Wales Trading Standards Collaboration). FSA Wales have currently prioritised entry points to Wales for feed including sea and airports as being where sampling should take place. This has resulted in no funding initially coming to North Wales rather it has been focused on South and West Wales. However, this may be subject to change later in 2015/16 if priorities are changed. Unless such a change (supported by funding) occurs Flintshire will not be in a position to take any feed samples other than in response to complaints or feed safety incidents.

#### 3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

Investigation and control of outbreaks of food related infectious disease will be carried out in accordance with the Communicable Disease Outbreak Plan for Wales was approved by Members in 2011. It has been developed from the amalgamation of several Plans relating to water borne incidents, food poisoning and communicable disease outbreaks.

Investigations of sporadic notifications of food related infections disease shall follow the existing documented procedure within the Section. Based on previous year's trends, it is estimated that there will be approximately between 200 and 250 cases of sporadic notifications and between 0 and 10 outbreaks.



*Campylobacter* was the highest incidence of food-borne illness for 2014-2015 in Flintshire, which follows a National Trend. The reduction of the incidence of *Campylobacter* is identified as a priority within the Food Standard Agency's Strategy 2015-2020.

Outbreaks are characteristically resource intensive but do not follow an annual trend, therefore the anticipated burden on staffing cannot be predicted. However, should they occur the impact on resources cannot be over-estimated and would require rapid contingency planning for maintaining the delivery of the rest of the Service. They also involve close liaison and cross-agency working between Public Health Wales and other Local Authorities. Sporadic notifications are expected to account for between 0.2 and 0.5 FTE post throughout the year.

### 3.7 Food/Feed Safety Incidents

#### Food Safety and Food Standards

Food Alerts will be initiated and responded to in accordance the Food Law Code of Practice (Wales) April 2014.

Responses to Food Alerts will be kept in a centralised documented format and the contact details for the Team and relevant Agencies (including out of hour's contacts) will be kept up to date. It is difficult to quantify the resource implication of this function as it depends upon the category of Food Alert and the extent of food or businesses affected within Flintshire.

There were several incidents within 2014-15 which required considerable investigation work and enforcement action by the Team. These are detailed in Section 6.2.

#### Feed

Alerts will be initiated and responded to in accordance with the Feed Law Enforcement Code of Practice (Wales) 2014.

Responses to Feed Alerts will be kept in a centralised documented format and the contact details for the Team and relevant Agencies (including out of hour's contacts) will be kept up to date. It is difficult to quantify the resource implication of this function as it depends upon the nature of the Feed Alert and the extent of feed or businesses that are affected.

### 3.8 Liaison with Other Organisations

The Food Service as a whole is committed to ensuring effective liaison with other relevant organisations to enforce consistency of approach. This includes liaison with:

- Food Standards Agency Wales (FSA Wales).
- Better Regulation Delivery Office (BRDO).
- Professional bodies such as the Chartered Institute of Environmental Health and Chartered Trading Standards Institute.
- Local Government Regulation, Public Health England, Public Health Wales, National Resources Wales, CEFAS, Animal Health and Veterinary Laboratories Agency and other relevant advisory/liaison bodies.
- Other Local Authorities in Wales as a whole. Additionally, representatives from the Team attend and actively participate on the All Wales Food Safety Expert Group and the All Wales Communicable Disease Technical Panel. These Panels act as a means of optimizing regional and countrywide consistency in enforcement and guidance given.
- Neighbouring LA's. The Team Leader sits on the North Wales Regional Food Safety and Communicable Disease Task Group. The North Wales Quality and Metrology Panel for Trading Standards has continued to be disbanded for a year as part of the North Wales Trading Standards Collaboration Project.
- Liaison with other relevant local bodies, e.g. Magistrates Courts, the Licensing Committee as well as liaison with local fishermen by way of the North Wales and Deeside Shellfish Liaison Group.
- Liaison with other Departments within Flintshire County Council, such as the Planning Department. A system of formal consultation with relevant sections of the Public Protection Service has been set up, so that prompt, appropriate advice may be given to ensure compliance with relevant legislation.

In terms of staff resources, this equates to approximately 0.25 FTE EHO post.

In addition to all of the above, liaison is also maintained between members of the Food Team by monthly Team Meetings and weekly Team Briefings. There is also a weekly Team Leader meeting for Team Leaders within Health Protection to keep up to date with any pertinent matters.

The Feed element of the service is committed to ensuring effective liaison with partners and other relevant organisations to ensure and enforce consistency of

approach. This includes liaison with:

- Food Standards Agency Wales (FSA Wales)
- Veterinary Medicines Directorate (VMD)
- Animal and Plant Health Agency (APHA)
- Professional bodies such as the Chartered Trading Standards Institute (CTSI), National Trading Standards Board (NTSB) and the Association of Chief Trading Standards Officers (ACTSO).
- Other Local Authorities across Wales and the UK
- Partner Local Authorities in the North Wales Feed Enforcement Delivery Plan (Wrexham, Denbighshire, Gwynedd, Ynys-Mon, and Conwy).
- Liaison with regional and national panels and expert interest groups including the joint WHoTS/FSA Feed Working Group, WHoTS and UK Animal Health and Welfare Panels etc.

In addition to the above, liaison is maintained within the Feed element of the Animal Health and Health Promotion Team through monthly team meetings, and 1:1's. There is also a weekly Team Leader meeting for Team Leaders within the area of Health Protection and Trading Standards to keep up to date with any pertinent matters.

### 3.9 Food Safety/ Food Standards and Feed Promotion

Educational and promotional activities are important components of a comprehensive Food Service.

#### Food Safety and Food Standards

Last year, these were achieved in the following ways:

- Mold Food Fair
- Food and Hospitality Conference
- Joint Allergen Workshops with Wrexham CBC and FSA Wales where 140 food handlers from both areas attended training on the new legislative requirements.
- Mailshot to all businesses selling loose foods to inform them of the new legislative requirements and to invite them to Allergen Workshops held in Flint. This resulted in 120 Flintshire based Food Handlers attending these workshops.
- Delivered training to all School Cooks on Allergens by running 3 workshops.
- Acted as Critical Friend to Client Catering in developing their Allergen Information Control Systems

Promotional work programmed for this year includes:

- This year's Food Safety Week theme is The Chicken Challenge. Food Safety Week has been brought forward this year and is running week commencing 25<sup>th</sup> May and is supported by the FSA. The core message for this year is for consumers to pledge to improve their food hygiene practices at home in relation to handling chicken in order to reduce the incidence of Campylobacter.
- Presentation to the Clwydian Range Food Trail at their Annual General Meeting in regards to food hygiene ratings. The Food Trail is a consortium of local producers and hospitality businesses who are encouraging the use of local produce in their sector and promote the area locally and nationally.
- Further Allergen workshops to businesses in October and November. This is detailed further in Section 6.3.

#### Feed

Promotion work is done as part of routine inspection or in response to enquiries made by business to the service. During 2015 Flintshire published a Business Pack that provided advice and guidance for proposed, new and expanding businesses. This publication (available in both hard copy and electronically) includes information on feed and sign posts businesses to reliable sources of feed compliance information including FSA Wales.

## 4.0 RESOURCES

### 4.1 Financial Allocation

The financial allocation for the Food Service is split between budgets provided for the Animal Health and budgets provided for the Food Safety and Food Standards Service.

The overall level of expenditure providing the Food Safety and Food Standards Service for 2015/2015 is detailed below in Table 1.

**Table 1: Budget for the Food Safety and Food Standards Team**

<b>COST ITEM</b>	<b>FINANCIAL ALLOCATION</b>
(a) Staffing (total staff costs)	£461,073
(b) Travel (lump sum and mileage) and Subsistence	£21,955
(c) Equipment (including investment in I.T.*)	£1,300
(d) Sampling	£3,539
(e) Shellfish Sampling	£9000
(f) Training	£907

The allocation for Food Sampling work covers both Food Safety and Food Standards. This is in addition to the allocations provided by Public Health England and Public Health Wales. Additional funding can and will be made available should there be an incident which requires it.

Table 2 shows the overall level of expenditure for Feed Service delivery:

**Table 2: Budget for the Feed Service Delivery 2015/16**

<b>COST ITEM</b>	<b>FINANCIAL ALLOCATION</b>
(a) Staffing (total staff costs )	£18379.80
(b) Travel (lump sum and mileage) and Subsistence	£1500.00
(c) Equipment (including investment in I.T.*)	£500.00
(d) Sampling	No current budget but funding may be available from FSA Wales later in 2015/16.
(e) Training	£300.00
(f) Total	£20679.80

\* There are no separate costs for I.T. as I.T. requirements are provided centrally by Central Support I.T. Services. The exception to this is for the cost of RSA Tags for Mobile and Agile Working which are borne by the Food Safety and Food Standards Budget and the Animal Health Budget.

## 4.2 Staffing Allocation

### Food Safety and Food Standards

The Food Safety and Food Standards team is made up of the Team Leader – Food Safety and Food Standards 1.0 FTE, 5.5 FTE EHOs, 3.0 FTE Food Safety Officers and 1.0 FTE Trading Standards Officer. All members of the team are now permanent.

One of the Food Safety Officers is currently back-filling as Health Promotion Officer as a 1.0 FTE post until the end of September 2015. This is to enable effective promotion of the Public Protection Service and also to deliver the Healthy Schools Project on behalf of Lifelong Learning by way of Service Level Agreement.

Administrative support is currently provided by 1.0 FTE Administration Officer, pending the Corporate-wide Admin Review. This administration role is managed by the Directorate Support Manager.

In accordance with the Food Law Code of Practice (Wales) April 2014, all Environmental Health Officers in post are qualified Environmental Health Officers, registered with the Environmental Health Registration Board (E.H.R.B.). Food Safety Officers are qualified to the Higher Certificate in Food Premises Inspection and all officers are qualified in HACCP Principles (Hazard Analysis Critical Control Points). 2 of the Food Safety Officers also hold the Food Standards Module. They are currently working towards the Food Identification Module which will enable them to be awarded the Higher Certificate in Food Control.

All staff are authorised appropriately for the duties they perform. In addition to the above, the Team Leader for Food Safety and Food Standards is also a qualified Lead Assessor having successfully completed the five-day Lead Auditor Training Course.

The Trading Standards Officer holds the Diploma in Trading Standards and has also successfully completed the five day QMS Auditor/Lead Auditor training course.

In line with the Food Standards Agency Wales requirement to include within the service plan an estimate of the number of Full Time Equivalents we would require to deliver the Food Law Code of Practice in its entirety, we would require 2 additional Food Safety Officers holding the Higher Certificate in Food Control for one year. However, we have taken the approach to delivery to bring all overdue actions up to date over a 3 year period.

## Feed

All aspects of Feed work will be carried out by two officers of the service. These are 0.4 FTE Team Leader –Animal Health and Health Promotion and 0.1FTE Trading Standards Enforcement Officer

The Team Leader satisfies all criteria as a qualified officer, this includes holding the Diploma in Trading Standards (DTS), successful completion of the five day QMS Auditor/Lead Auditor Training Course, completion of CIEH accredited HACCP training, and participation in an FSA Wales programme of feed training in conjunction with their training provider Campden BRI. Such qualification means that the Team Leader is suitably qualified and will therefore undertake all aspects of feed work, while the Trading Standards Enforcement Officer satisfies the competency criteria based on experience and training that enables them to perform limited feed work on farms specifically on R13 registered (Livestock) farms and R14 registered (Arable) farms.

### 4.3 Staff Development Plan

During the forthcoming year the following training is planned:

- (i) Support of national and regional seminars on relevant subject matters.
- (ii) In-house training sessions on relevant subject matters.

Each individual's training requirements are going to be set out in the Planning and Environment Learning and Development Plan 2015-2016.

Each member of the Team will receive the required ten hours Continuing Professional Development as required by the Food Law Code of Practice (Wales) April 2014.

Staff will be subject to annual individual Staff Appraisals in line with the Corporate H.R. Policy with a mid-year review which identifies and tracks training and development needs. All staff also have monthly One to Ones with the Team Leader to identify and monitor areas requiring development.

Some of the specific Food Training Courses attended by staff during 2014-2015 include:

- Food Information Regulations and Food Information for Consumers

- North Wales Consistency Training
- Enforcement Sanctions
- Investigative Interviewing
- Annual Food Safety Conference
- Food Standards Module for the Higher Certificate in Food Control for Food Safety Officers
- Food Crime

The Team Leader also attended a 2 day course ran internally on Managing a Mobile and Agile Work Force.

Attendance at the Lead Officer for Communicable Disease Training included a day on Giardia and the Use and Abuse of Epidemiological Data.

Training planned for 2015-2016 includes:

- Approved Premises
- Regional Consistency Training
- Food Information Regulations Improvement Notices
- Food Identification Module for the Food Safety Officers
- Dairy Processing

A full list of training required has been submitted to the All Wales Food Technical Panel as they provide the FSA with guidance on training programmes to be delivered on an All Wales basis.

Feed - Both the Team Leader – Animal Health and Health Promotion and the Animal Health Enforcement Officer have attended specialist training on Feedstuffs during 2013-2015, and will continue to undertake ongoing training as part of CPD for feed during 2015/16.

## 5.0 QUALITY ASSESSMENT

### 5.1 Quality Assessment

#### Food Safety and Food Standards

Within the Food Service, quality systems are in place to ensure that work is completed and checked by a competent person in line with the fully documented Quality Monitoring Procedures. Documented procedures and work instructions exist to ensure consistency of approach with various computer report mechanisms to check accuracy on the APP Database. Work Instruction is provided on Key Areas of work retained within Formal Procedure Manuals.



As previously stated, the Team Leader attends the North Wales Food Technical Panel, the All Wales Food Safety Expert Group and the All Wales Communicable Disease Expert Group. These forums offer the opportunity to discuss in detail a wide range of quality and consistency issues relevant to Food Law Enforcement.

The Service is required to submit via Local Authority Enforcement Monitoring System (LAEMS) an Annual Return to the FSA Wales. This details the inspections achieved, enforcement and educational activities undertaken.

#### Feed

Quality systems are also in place to ensure that work is completed and checked by a competent person in line with the fully documented Quality Monitoring Procedures. Documented procedures and work instructions exist to ensure consistency of approach with various computer report mechanisms to check accuracy on the APP Database. Work Instruction is provided on Key Areas of work retained within Formal Procedure Manuals.

In addition, for the whole service external audits including focused audits, are undertaken by the Food Standards Agency Wales on a periodical basis (every 3 years for full external audit). The Service received a full audit by the Food Standards Agency Wales in October/November 2013.

## **6.0 REVIEW PROCESS**

### **6.1 Review against Service Plan**

The Service Plan shall be subject to annual review. Performance against this Service Plan is monitored by several means:

- (a) Quarterly Performance Reports to the Overview and Scrutiny Committee detailing performance against the Improvement Priorities and six monthly reports on other performance data and any key issues arising. A final yearly Performance Review Report is also submitted.
- (b) Monthly minuted Team Meetings with actions and relevant timescales detailed.
- (c) Monthly One to Ones with individual Team Members.
- (d) Weekly informal Team Briefings which set the focus and priorities for that coming week.

## 6.2 Review of Performance Against 2014-2015 Service Plan

As detailed in 3.0 the Food Service Team have performed to a very high standard achieving the target for all Service Improvement Data.

Appendix 3 provides full quantitative analysis of service delivery during 2014/15.

### Food Safety and Food Standards

General achievements of note are listed below:

- Achieved 100% of High Risk Food Safety and Food Standards inspections.
- Achieved 66.5% of D rated Food Safety Inspections and 100% of E rated Food Safety Inspections. Please note – during the year it was necessary to revise our programme of E rated food hygiene inspections to be delivered by the Alternative Enforcement Strategy.
- Successful prosecution of a restaurant for non-compliance with the Food Safety Act 1990 in relation to the mis-description of food containing peanut, for which we received written praise from FSA Wales.
- Delivered Turkish Food Hygiene Training and Food Safety Management System Training in the medium to approximately 30 food handlers across Flintshire and Wrexham as a collaboration project between the 2 local authorities, which was funded by FSA Wales.
- Improvement in Food Hygiene Ratings since 2010 e.g. the number of premises with a rating of 5 has increased from 35.3% in 2012 to 68.6% as of April 2015, with 95.2% of businesses within the scope of the Act having a rating of 3 or higher. The Welsh national average is 58.6% of businesses having a rating of 5 and 93.9% of food premises having a rating of 3 or above. This shows the positive impact of the scheme and the mandatory display of ratings.
- The team was awarded £5000 of grant monies from Welsh Government to carry out additional enforcement work to assess compliance with the Food Hygiene Rating (Wales) Act 2013. The team visited approximately 350 food premises by area to check whether the food hygiene rating sticker was being displayed. Admin Support also telephoned approximately 90 takeaways and public houses which

serve meals to check whether they were verbally told the correct food hygiene rating.

### Feed

Achievements for 2014/15:-

- FCC worked with FSA Wales and in collaboration with the five other North Wales Local Authorities to develop and implement the FSA Wales funded North Wales Feed Service Delivery Plan. The plan is to enable a uniform and consistent approach to feed service delivery across Wales making best use of limited financial and officer resource in improving and maintaining feed hygiene and standards across the industry.
- Two North Wales Feed Sampling projects were undertaken during 2014/15. The first for presence of heavy metals in feed and the second for presence of dioxins in feed. All samples taken in Flintshire were found to be satisfactory.

## 6.3 Areas of Improvement 2015-2016

### **Areas Requiring Further Development:**

#### Food Safety and Food Standards

A significant amount of work has been done in the last financial year to address the overdue Medium Risk Food Standards inspections. This work needs to continue in this coming year, particularly as there has been new legislation introduced as of December 2014.

The Alternative Enforcement Strategy for Low Risk premises for Food Standards needs to be fully implemented for those premises which the Code of Practice allows to receive an intervention in this way.

There has been significant work undertaken on the database in relation to Food Standards as the database was not accurate for identifying premises that had not received a Food Standards inspection. Now this work has been completed, the team are able to prioritise those businesses which are Unrated and are to receive their first Food Standards inspection. It is planned to inspect all such premises within a 3 year period.

The FSA audit in 2013 highlighted that some inspections were not being done within 28 days of being due, which is contrary to the Food Law Code of Practice. The compliance

with this requirement is now being monitored on a monthly basis. Any reasons for not adhering to this requirement are to be recorded so these can be fully audited.

### Feed

- As part of the North Wales Feed Enforcement Delivery Plan Flintshire will increase the level of feed interventions as per the requirements of the Feed Law Enforcement Code of Practice (FLECP) in all aspects of feed related business conducted at premises across Flintshire from manufacturing to storage and haulage and through to final on-farm consumption of feed by livestock.
- To continue to improve and further develop feed premises records systems and to improve recording of all feed enforcement and advice work including improved use and provision of written inspection reports to business.
- Continue to develop and implement a documented Alternative Enforcement Strategy (AES) for use with low risk premises and premises that have 'earned recognition'.
- Amend existing documented procedures for Feed in line with the documents that have been produced by WHoTS/FSA Working Group for use by all Welsh Local Authorities.
- Continued review and updating of the feed premises database to be undertaken to ensure accuracy and compliance with the requirements of the FLECP.

There are several considerations which may influence or impact on Service Delivery for 2015/16. These are detailed below:

### Food Safety and Food Standards

The intended closure of the Dee Estuary for commercial cockle gathering by Natural Resources Wales for the whole year may have a significant impact on service delivery as this amounts to a considerable loss in earnings for licensed gatherers. The lack of daily activity by them on the estuary may lead to non-licensed gatherers attempting to take cockle illegally.

## 6.4 Forthcoming Considerations

The Service Plan relies on the current level of staffing to be maintained and the 1.0 FTE Food Safety Officer post being filled as of October 2015. These posts will need to remain filled for the whole of 2015/16 for the commitments made for Service Delivery in to 2015 and beyond in order for the Service Plan to be delivered.

The Food Standards Agency Wales wrote a report for the Welsh Government titled 'Review of the operation and implementation of the Statutory Food Hygiene Rating Scheme in Wales and the Operation of the Appeals System' in February 2015. This report is required to be written by way of legislation on an annual basis. The report made several recommendations including:

- Local authorities should continue to engage in consistency training exercises with the assistance of the FSA.
- Local authorities and the FSA should further promote and support food business operators to make use of the "right to reply" facility.
- Local authorities should ensure that all businesses are aware of the requirement to display the statutory sticker even when the rating remains unchanged from the non-statutory scheme.
- Local Authorities should ensure that businesses are informed and aware of the need to remove previously issued non-statutory stickers.
- Local authorities should consider further ways of monitoring the display of stickers, and use a proportionate enforcement approach to ensure that businesses, particularly those rated 0, 1 and 2, display their statutory stickers.

The Food Law Code of Practice Wales is currently out for consultation and it contains significant changes to the qualifications assessment for officers undertaking food law enforcement duties. The consultation is due to end mid June 2015 and it due to be implemented as of April 2016. However, some of the proposed changes will start to impact in this financial year as officers will need to undergo further training to be deemed competent to carry out their duties as of 1<sup>st</sup> April 2016.

We are hoping to run more Allergen Workshops on the new requirements of Food Standards legislation in 2015-16 for those businesses that have not attended to date.

Follow up work on non-display of Food Hygiene Ratings including issuing of Fixed Penalty Notices, when appropriate, needs to be undertaken.

### Feed

- Following the FSA Audit of Food and Feeding stuffs undertaken in November 2013 a review of feed delivery has been undertaken that has identified a need for a significant increase in work in this area along with a significant increase in committing resources to achieve the standards demanded by the FSA.
- During 2014/15 FSA Wales have conducted a major review of the delivery of Feed Regulation delivery across Wales. This has resulted in a new approach to feed being taken with the function now being delivered on a regional basis across 6 regions across Wales. This has seen the appointment of a lead feed authority for North Wales in the form of Wrexham CBC while each of the six North Wales LA's (including Flintshire) has a lead officer for feed. In Flintshire this is the Team Leader for Animal Health and Health Promotion.
- The delivery of feed regulation in Flintshire is to be done as part of the North Wales Feed Service Delivery Plan. The plan involves FSA Wales tasking each local authority to do a number of inspections based on risk profile and in exchange FSA Wales will pay Flintshire on a per premise basis for work that is completed. Flintshire have been tasked with a total of 74 inspections for the year. Fees payable by FSA Wales are dependent on the type of premise and range from £100 per premise for low risk farms through to £550 per premise for High Risk Manufacturers. If all 74 visits are completed the maximum that can be reclaimed from FSA Wales would be £16990.00 for the year.
- However, in addition to this there may be a requirement by the FSA for some feed sampling work to be undertaken as part of national or regional projects. FSA Wales have stated that there priority for 2015/16 with regard to feed sampling is focused on ports of entry. Therefore, initially this work will be

focussed on the sea ports of South and West Wales with no current plans for sampling projects to be conducted in the North. Where such sampling is required by the FSA they have what they term a 'fighting fund' that will cover the costs of any work undertaken by LA's.

- Beyond 2015/16 the continued maintenance and development of feed service delivery within Flintshire is dependent on continued funding from FSA Wales. Hopefully, if Flintshire and our partners across North Wales achieve the targets set this year for us by FSA Wales, this funding will be maintained to enable the feed service to improve and maintain standards across the feed and farming industries of Flintshire.

#### **Point of Special Note**

Following the FSA audit in 2013, the Service is due to receive a follow up audit to assess progress with the audit action plan. This takes 2 days and involves an element of re-auditing elements looked at during the initial 5 day audit. We do not have any anticipated dates from them as yet. A review of our progress to date is given in Appendix 4.

Chart 1

# FLINTSHIRE COUNTY COUNCIL - ORGANISATIONAL STRUCTURE

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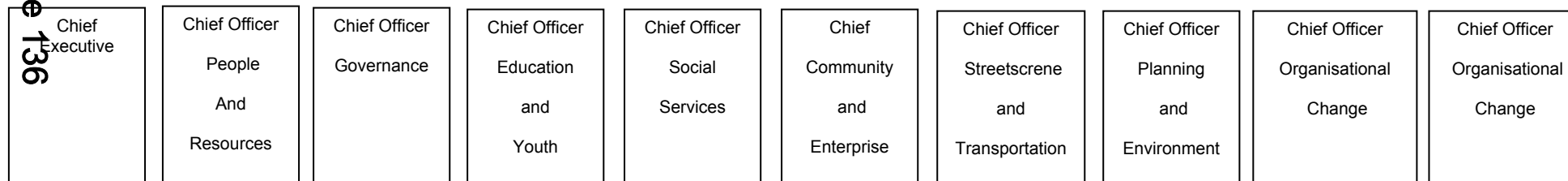
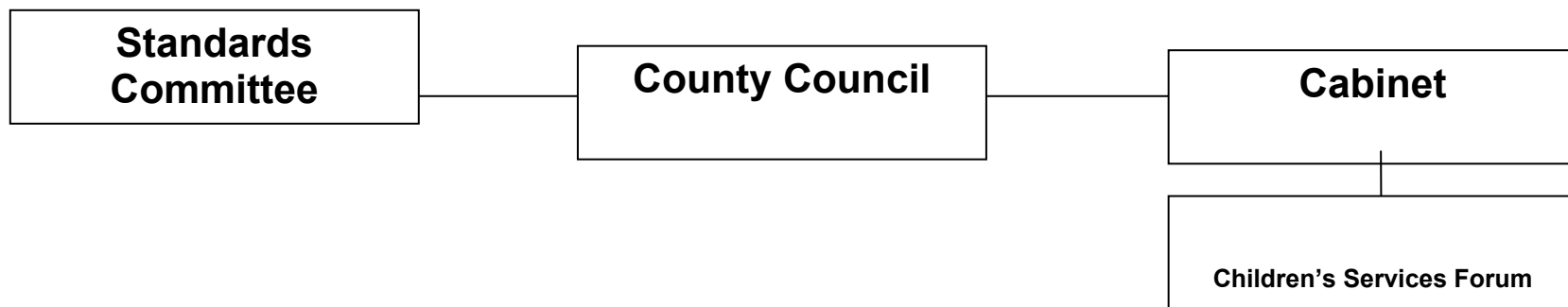




Chart 2

# FLINTSHIRE COUNTY COUNCIL – POLITICAL STRUCTURE



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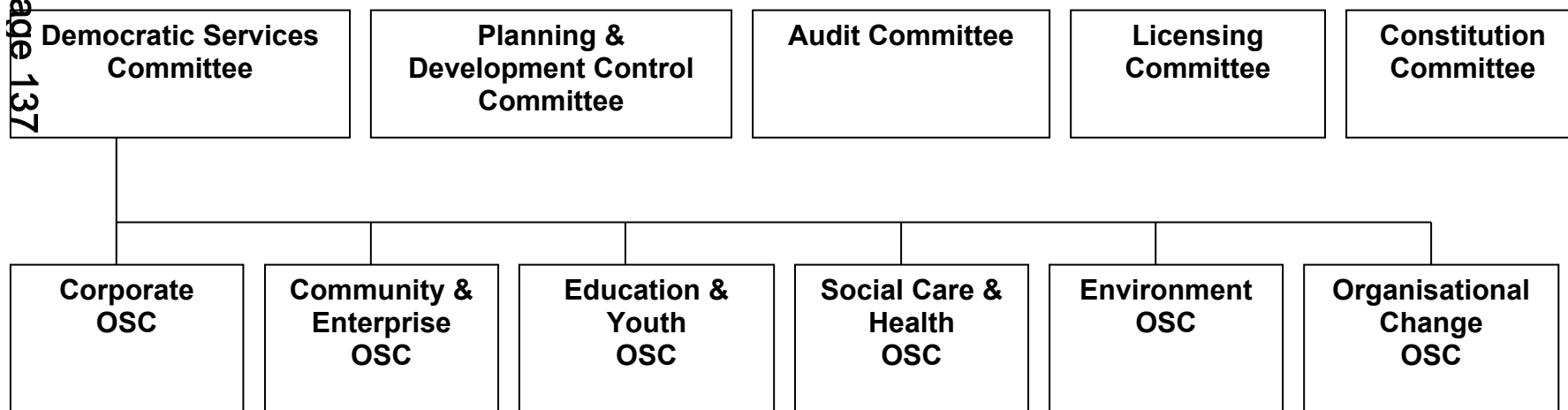
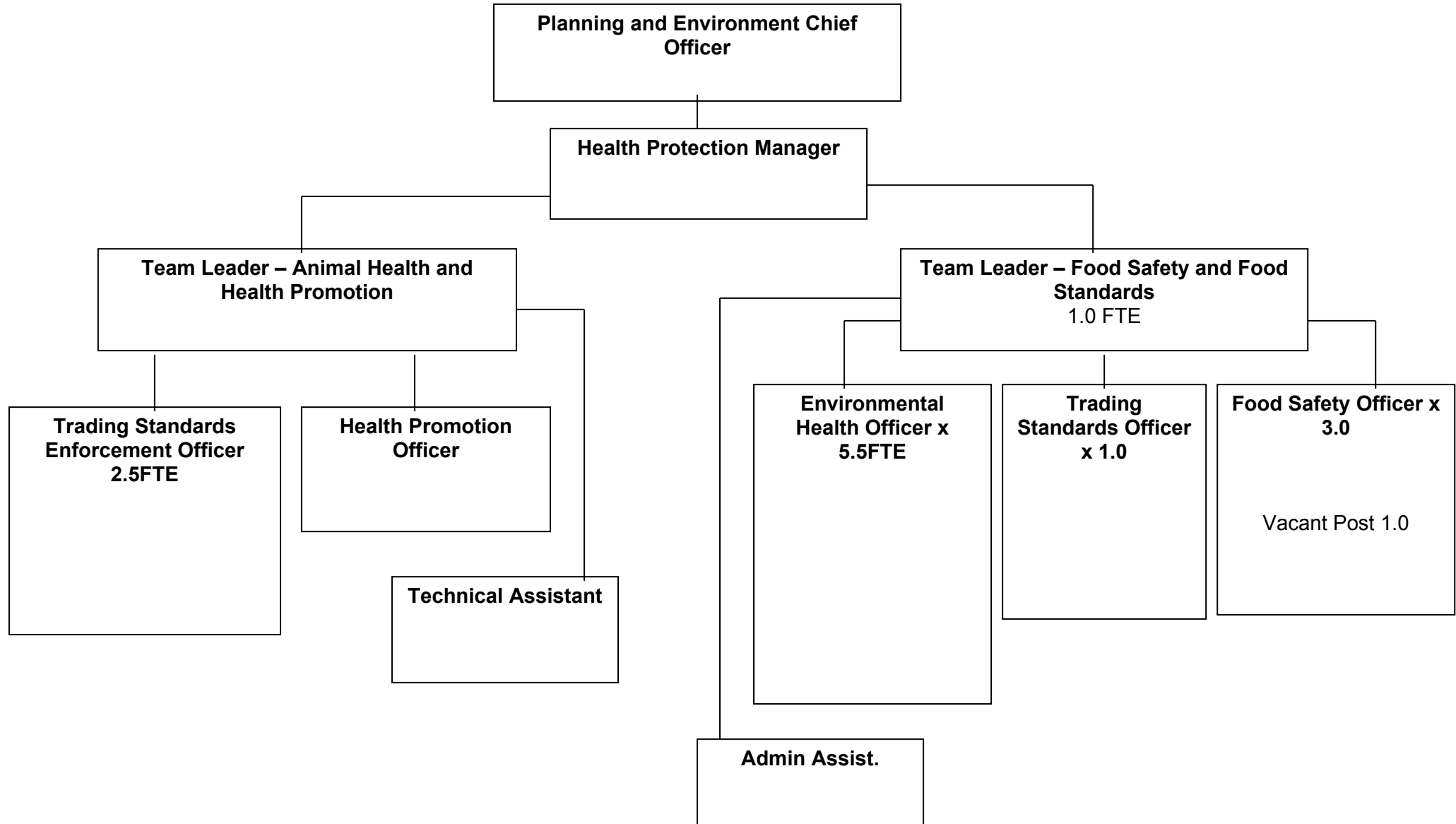


Chart 3

# PUBLIC PROTECTION - FOOD SERVICE



## APPENDIX 2

Please find below a breakdown of the profile of programmed Food Safety and Food Standards inspections for 2015/2016 by Risk Rating:

Table A

PROGRAMMED INSPECTIONS - FOOD SAFETY	
Risk	Number Due
A	2
B	34
C	266
D	146
E	185 by AES 18 by inspection
Unrated	47
<b>TOTAL</b>	<b>698</b>

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Table B

PROGRAMMED INSPECTIONS - FOOD STANDARDS	
Risk	Number Due
A	17
B	245
C	120 by AES
Unrated	100
<b>TOTAL</b>	<b>482</b>

The Risk Rating is determined in accordance with the Food Law Code of Practice. It dictates the frequency of which the food premises must receive a full food hygiene or food standards inspection.

For Food Safety High Risk premises are those with a Risk Rating of A, B and C. For Food Standards High Risk premises are those with a Risk Rating of A.

Please find below a breakdown of the profile of programmed Feed Inspections for 2015/2016 by Feed Business Activity:

**Table C**

<b>PROGRAMMED INSPECTIONS - FEED</b>	
<b>Registered/Approved Feed Business Activity</b>	<b>Number Due</b>
Manufacturer of Feed	7
Co Product Producers	4
Feed Stores	2
Feed Distributor	1
Feed Transporter	1
On Farm Feed Mixers	7
Supplier of Surplus Food	30
Livestock Farms	20
Arable Farms	2
<b>Total</b>	<b>74</b>

The type (by feed activity) and number of feed premises to be inspected during 2015/16 by Flintshire has been determined by FSA Wales as part of a new approach to the delivery of feed enforcement across Wales. This forms part of year one of the recently launched (April 2015) FSA Wales funded North Wales Feed Enforcement Delivery Plan (a collaborative approach across the six North Wales Local Authorities working with FSA Wales).

**APPENDIX 3 – PERFORMANCE 2014-15**

Food Safety

<b>Risk</b>	<b>Programmed</b>	<b>Achieved</b>
A ) High Risk	2	100%
B ) High Risk	49	100%
C ) High Risk	368	100%
D Low Risk	173	66.5%
E Low Risk	129	100%
<b>TOTAL</b>	<b>721</b>	<b>660</b>

<b>TOTAL</b> Number of Interventions Undertaken (including Revisits)	<b>771</b>
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Food Standards

<b>Risk</b>	<b>Programmed</b>	<b>Achieved</b>
High	11	100%
Medium	327	50.5% in line with achieving 100% by March 2017.
<b>TOTAL</b>	<b>338</b>	

<b>TOTAL</b> Number of Interventions Undertaken (including Revisits)	<b>452</b>
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## Feed

<b>Risk</b>	<b>Programmed</b>	<b>Achieved</b>
High	1	100%
Unrated	100	6
<b>TOTAL</b>	<b>101</b>	<b>7</b>

## Food Hygiene Ratings

Profile of Ratings within Flintshire: April 2015

	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
	Very Good	Good	Generally Satisfactory	Improvement Necessary	Major Improvement Necessary	Urgent Improvement Necessary
% of Premises	68.6	21.2	5.3	2.8	2.0	0.1

Number of Requests for Rescore Visit to be undertaken - 24

Number of Appeals on Rating - 0

## Other data in relation to Demands on Food Service

### Food and Feeding Stuffs Complaints

Food Safety number of complaints - 77

Food Standards number of complaints - 7

Feed number of complaints - 1

Advice to Business

Food Safety	-	174 requests for advice 96% responded to within 10 working days
Food Standards	-	21 requests for advice 95% responded to within 10 working days
Feed	-	6 requests for advice

Food and Feeding Stuffs Inspection and Sampling

Food Safety	-	62	samples – statutory and monitoring
Food Standards	-	83	samples – monitoring of which 21 were Unsatisfactory
Feed	-	5	samples – monitoring (for dioxins and heavy metals) – all were satisfactory.

Control and Investigation of Outbreaks and Food Related Infectious Disease (Food Safety only)

Sporadic Notifications	-	238	of which 170 were Campylobacter
Outbreaks	-	5	none found to be food-related

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Other Types of Service Requests (Food Safety only)

<u>Water Disconnections</u>	-	2	
<u>Shellfish Requests for Registration Documents</u>	-		these are now administered by Natural Resources Wales on our behalf
<u>Ship Sanitation</u>	-	2	
<u>Export Certificates</u>	-	4	

**APPENDIX 4**

**Update on FSA Action Plan for Flintshire County Council - 2015**

**Audit Date: 28 October - 1 November 2013**

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
<p>3.18(i) Ensure future Food and Feed Service Plans are developed in accordance with the Service Planning Guidance in the Framework Agreement. More comprehensive information on the authority's feed service should be provided together with a robust analysis of the resources required to deliver the food and feed services against those available. [The Standard – 3.1]</p>	<p>September 2014</p>	<p><u>Food Hygiene/Food Standards</u></p> <p>This recommendation relates to:-</p> <p>(a) Lack of inclusion of the number of approved premises in the County.</p> <p>(b) Lack of inclusion of the resource requirements to deliver the Food Service in accordance with the Food Law Code of Practice in its entirety.</p> <p>(c) Lack of inclusion of an estimate of the resources required to revisit all 0, 1 and 2 rated premises and for the inspection of new businesses.</p> <p>Future service plans will ensure that all of the above are included and will include an analysis of the resources required to fully deliver the food service against those available.</p>	<p>The Service Plan for 2014-15 has been written in draft being pending the receipt of our final audit report. It is due to go to Cabinet in September 2014. All the planned improvements are being incorporated in to this document.</p>	<p>Achieved and incorporated into this years' Service Plan.</p>



TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
		<p><u>Feed</u> This recommendation relates to the level of information provided about the feed service in general but with particular regard to:</p> <p>(a) Lack of information detailing the resources required to deliver the range of official feed controls required to fully meet the requirements of the Feed Law Enforcement Code of Practice.</p> <p>(b) Lack of information detailing the cost of providing the feed service</p> <p>(c) Lack of information detailing the internal monitoring arrangements of the feed service.</p> <p>Planned improvements include a detailed analysis of resources needed against those actually available. This will have regard to the impact of 'earned recognition' which is being introduced in the revised Feed Law Code of Practice, which is anticipated to be introduced in Wales in the near future, and the collaborative</p>	<p>The Service Plan for 2014/15 includes considerably more comprehensive information regarding FCC Feed Service and includes all the planned improvements identified.</p>	<p>Service Plan for 2015/16 includes considerably more comprehensive information regarding the FCC Feed Service Plan which now forms part of the North Wales Feed Service Delivery Plan for 2015/6</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
		North Wales Feed service workplan agreed by North Wales heads of Trading Standards (NWHoTS).		
3.18(ii) Address any variance in meeting the feed service delivery plan in subsequent service plans. [The Standard-3.3]	Completed	A detailed review of 2013/14 feed law service delivery will be undertaken against the targets set in the 2013/14 Service Plan. Any variances will be addressed in the 2014/15 Service Plan.	Review has been undertaken and variances addressed in the 2014/15 Service plan.	NFA
5.12(i) Review and update all officer authorisations to ensure they are appropriately authorised under current relevant legislation in accordance with their level of qualifications, training, experience and the relevant Code of Practice. [The Standard – 5.3]	Completed	<u>Food Hygiene/Food Standards/Feed</u>  All authorisations will be reviewed and updated where necessary. This will be maintained in line with changes in legislation.	This has already been implemented.	NFA
5.12(ii) Maintain records of relevant qualifications, training and experience of authorised officers and appropriate support staff in accordance with the relevant Codes of Practice. [The Standard – 5.5]	Completed	<u>Food Hygiene/Food Standards</u>  Training records already held will be supplemented by copies of CPD certificates which will be held electronically in a central shared drive.	All officers have been asked to provide copies of their CPD. For future courses, there is a direct instruction that all CPD is scanned on to the shared drive in addition to being	NFA A reminder has been sent out to the Team.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
		<p><u>Feed</u></p> <p>Copies of all training records and qualifications will be held on officer's personal file.</p>	<p>written in the register.</p> <p>All records collated and held centrally for feed officers.</p>	
<p>6.11(i) Review, amend and implement the documented procedure for maintenance and calibration. [The Standard - 6.2]</p> <p style="text-align: center;">Page 147</p>	Completed	<p><u>Food Hygiene</u></p> <p>The procedure on calibration of thermometers needs to be amended to accommodate the observation that the written procedure did not make specific mention of the tolerance for the calibration of temperature probes. Although this was cited on the record forms it was not included in the written procedure.</p>	<p>The procedure has been reviewed and has been amended to include specific reference to the tolerance of 0.5°C in the written procedure</p>	NFA
<p><u>Food Hygiene</u></p> <p>7.19(i) Ensure that all food premises hygiene interventions/inspections are carried out at the minimum frequency specified by the Food Law Code of Practice. [The Standard -7.1]</p>	Completed	<p>This relates to the recommendation that all inspections should be carried out within 28 days of being due. Whilst FCC has consistently achieved 100% of the High Risk inspections due each financial year, some High Risk inspections have not been carried out within 28 days of being due, although they have been done within the annual programme in which they were due.</p>	<p>Officers have been told in a minuted formal meeting that they are to inspect in date order of inspections due. Quarterly inspection lists have been provided with list in date order of next inspection due. We already have an interventions analysis</p>	NFA

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
		<p>Planned Improvements:- All High Risk inspections due this year are to be completed within 28 days of becoming due. This will be monitored by the Team Leader at monthly one to ones. Any deviations from this 28 day are to be documented on the electronic database.</p>	<p>spreadsheet where officers have to complete a text box if they are over the 28 day period to give a reason why the inspection is overdue.</p>	
<p>7.19 (ii) Carry out hygiene interventions/inspections of lower risk premises in accordance with the Food Law Code of Practice and centrally issued guidance. [The Standard -7.2]</p>	<p>(a) and (b) As of April 2014 and on-going through 2014/15.</p> <p>(c) End of March 2016.</p>	<p>(a) All overdue D rated inspections and D rated premises due this year are to be completed this financial year. This equates to 175 inspections.</p> <p>(b) D rated inspections due this year are to be done within 28 days of being due.</p> <p>(c) An Alternative Enforcement Strategy (AES) is to be devised and implemented to pull in all overdue E rated premises within a 2 year period.</p>	<p>FCC has implemented an Alternative Enforcement Strategy since the audit was undertaken, where all premises overdue an inspection that would fall outside the scope of the Food Hygiene Rating Act or may not qualify as a food business were sent an AES questionnaire in March 2014. Approximately 50 food businesses have responded. The remaining 120 premises are to be</p>	<p>(a) Achieved 66.5% of these, due to a period of time with a staff vacancy. Aim to achieve 100% in 2015-16.</p> <p>(b) Some slippage but the officers have been reminded of the need to carry out the inspections within 28 days.</p> <p>(c) On track to be completed by end of March 2016.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
			contacted by telephone to carry out the questionnaire using the telephone.	
7.19 (iii) Ensure that observations made and/or data obtained in the course of an inspection is recorded in a timely manner. [The Standard – 7.5]	Completed	This recommendation relates to the auditors view that insufficient information was being provided by officers in some instances on the aide memoir that is used to assist officers during their inspections. Planned Improvements:- Officers are to complete the aide memoir to sufficient detail to enable other officers to make the necessary assessment to inform risk-based, graduated action.	Officers have been directed to complete as much of the aide memoir they need to, to ensure the next inspecting officer can ascertain the level of practices in place at the time and the assessment of whether those practices etc. were adequate. The Internal Monitoring procedure already included an assessment of this form being filled in comprehensively, prior to the FSA audit.	FSA have provided examples of Good Practice. Reminder given in Team Meetings. Further training to be held in Quarter 2
Food Standards 7.34 (i) Ensure that food standards interventions are carried out at a frequency not less than that determined under the intervention rating scheme set out in by the	End of March 2017.	This relates to the recommendation that all inspections should be carried out within 28 days of being due. Whilst FCC has consistently achieved 100% of the High Risk	Officers have been told in a minuted formal meeting that they are to inspect in date order of inspections due.	On track.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
<p>Food Law Code of Practice and assess the compliance of establishments and systems to the legally prescribed standards. [The Standard -7.1 &amp; 7.3]</p> <p style="text-align: center;">Page 150</p>		<p>inspections due each financial year, some High Risk inspections have not been carried out within 28 days of being due.</p> <p><u>Low and Medium Risk Premises</u></p> <p>There is a back log of premises that are overdue their food standards inspection.</p>	<p>Quarterly inspection lists have been provided with list in date order of next inspection due. We already have an interventions analysis spreadsheet where officers have to complete a text box if they are over the 28 day period to give a reason why the inspection is overdue.</p> <p>The Team Leader had already identified this was an issue in the 2013/14 Service Plan prior to the audit and had devised an Action Plan.</p> <p>All EHOs have been allocated Food Standards inspections to do at the same time as they carry out Food</p>	<p>On track to complete by end of March 2017.</p> <p>Medium Risk – up-to-date by end of 2016.</p> <p>Developed AES for Food Standards</p> <p>Done and reported for 2015/16</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
Page 151			<p>Hygiene Inspections as of March 2014.</p> <p>The Team Leader is assigning inspection lists to the TSO and TSEO in line with how work is allocated for Food Hygiene.</p> <p>Since the audit, 2 Food Safety Officers are completing the Food Standards module to enable them to be competent to carry out food Standards work.</p> <p>The Team has all been bought together in to the same office which is assisting in communication, monitoring of work being undertaken and aligning work culture and processes.</p>	<p>Done</p> <p>Done</p>
7.34(ii) Carry out interventions/inspections and register establishments in	Completed	<u>Food Standards</u>  This recommendation relates to	Inspections are to be	NFA

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
accordance with the relevant legislation, Codes of Practice, and centrally issued guidance. [The Standard -7.2]		announced Food Standards inspections taking place but the reason for the visit being announced, (rather than unannounced) not being recorded.	unannounced, unless there is valid, documented reason for the visit to be announced.	
7.34 (iii) Set up, maintain and implement a documented food standards revisit procedure. [The Standard 7.4]	Completed	This recommendation relates to the Revisit Procedure not mentioning Food Standards revisits in it.  Planned Improvement:- A Revisit Procedure / Policy for Food Standards will be written.	A revisit policy/ procedure has been written for Food Standards.	NFA
7.34 (iv) Record observations made and/or data obtained in the course of an inspection/intervention in a timely manner to prevent loss of relevant information. [The Standard 7.5]	August 2014	An aide memoir is to be produced for Food Standards inspections that is used by all officers undertaking Food Standards inspections.	EHOs undertaking Food Standards work have been recording findings on their aide memoir in the relevant Food Standards section. This has not been done by the TSO and TSEO. A draft form has just been produced and has been sent to the team for comment.	Aide memoir has been introduced for Food Standards inspections.
Feedingstuffs 7.50 (i) Ensure that feed establishment interventions and	End of March 2017.	Following the review of the feed premises database in 2013 accuracy has improved. This is an	Work is ongoing as part of the NWHoTS collaboration to	An FSA funded North Wales Feed Service Delivery



TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
<p>inspections are carried out at the frequency specified by the Feed Law Enforcement Code of Practice. [The Standard - 7.1]</p>		<p>ongoing exercise.</p> <p>The need to improve accuracy across all six North Wales LA's has been identified as one of the three priorities across North Wales and is the focus of collaborative working planned for the delivery of the feed function across North Wales during 2014/15.</p> <p>Due to the number of premises involved that are currently unrated a plan to inspect around 100 premises a year on top of those identified already as medium or high risk has been agreed. This plan will run in Flintshire for a period of three years, on completion of which all premises will be correctly risk assessed based on inspection. This plan will ensure that issues regarding inclusion of all regulated premises, correct assessment of risk and inspection frequency of premises are in accordance with the FLECP.</p>	<p>provide a joined up approach utilising what expertise there is in this field across the region as part of a number of projects to improve compliance.</p> <p>A plan has been agreed in Flintshire to target an additional 100 premises that are currently unrated for feed during the period 2014/15, this is part of a three year plan targeting 100 currently unrated premises each year. This plan is currently in the early stages of implementation and will be expanded following training of AHO's in feed and an expected change to the qualification requirements for officers as a result of a new FLECP later in 2014.</p>	<p>Plan is now in place. The Lead Authority for this is Wrexham CBC with the Team Leader Animal Health and Health Promotion being Lead Feed Officer for Flintshire.</p> <p>A revised plan has now superseded the original plan. This has been based on direction given by FSA Wales following the introduction of the regional service model. This involves a limited number of officers (1 x Enforcement Officer and 1 x Team Leader) conducting a total of 74 inspections of feed premises during 2015/16. The officers involved comply with the relevant Code of Practice requirements as well</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
				as additional requirements imposed by FSA Wales to accommodate demands made by the FVO on previous visits to Wales.
7.50 (ii) Carry out inspections / interventions and approve or register feed establishments in accordance with relevant legislation and the Feed Law Enforcement Code of Practice and centrally issued guidance. [The Standard - 7.2]	April 2015 for High risk and ongoing to end of March 2017 for lower risk/unrated.	Premises database is constantly being updated with new businesses being added, and existing business details revised where found necessary as a result of inspection work undertaken. Planned inspection of all high risk premises is planned during the year and a percentage of medium risk and currently unrated premises.	All high risk premises inspected prior to 31 <sup>st</sup> March 2014 with database amended as necessary to reflect actual current risk.	All high risk premises inspected prior to 31 <sup>st</sup> March 2015 with database amended as necessary to reflect actual current risk.
7.50 (iii) Set up, maintain and implement documented procedures for AES and revisits and revise the feed inspections procedure relating to use of appropriate inspection forms and risk rating. [The Standard – 7.4]	Jan 2015	Procedures re alternative interventions and revisits are to be developed and documented for feed. Premises inspection procedure to be amended regarding use of appropriate forms and risk rating of premises activity.	Work on feed procedures to ensure consistency and uniformity across Wales is currently being undertaken on behalf of all 22 local authorities by a WHoTS working group in conjunction with FSA Wales. Target date for	WHoTS/FSA work on production of feed procedures is now complete and FCC are in the process of amending systems to comply with these changes with completion planned by August 2015.

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
			delivery is currently late 2014. FCC advised by FSA to await this rather than develop own procedures.	
7.50 (iv) Record observations and data obtained from interventions in a timely manner to prevent its loss and ensure contemporaneous records are legible and retrievable. [The Standard – 7.5]  Page 155	Ongoing	This is being done and is utilising FSA inspection forms and timely data inputting on to the database along with current physical storage of documents and planned future use of the EDMS system for electronic storage of documents.	Accurate recording by officers of data obtained using standard forms, with data inputting being carried out as soon as practical after inspections. This being monitored by team leader.	Ongoing.
8.12 (i) Review and update the documented procedure to provide comprehensive guidance for officers on investigating feed complaints. [The Standard – 8.1]	Ongoing	Guidance procedure for officers regarding investigation of feed complaints to be further developed and updated in line with centrally produced guidance.	As per 7.50(iii) above.	As per 7.50(iii) above.
8.12 (ii) Investigate complaints received in accordance with the Food Law Code of Practice, centrally issued guidance and its own policy and procedures. [The Standard – 8.2]	Completed	In light of the auditors view that the Complaint procedure for Food Hygiene and Food Standards had not been followed in all instances, this procedure will be amended to allow deviation from it in circumstances when it is not appropriate to investigate a	The Team Leader has gone through each complaint as part of the internal monitoring procedure already in place prior to the audit. They are happy with all actions taken by the	NFA

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
Page 156		complaint. A clear policy on when a complaint should not be investigated will be set out.	<p>investigating officer except in one instance where the Team Leader had already identified this to the officer concerned. This was recorded on the complaint file which the auditor saw.</p> <p>The procedure has been amended to include reference to an investigating officer being able to deviate from the procedure as long as they record the reason for this deviation on the complaint file and this deviation can be justified on public health grounds.</p>	
11.7 (i) Carry out a review of the feed database to ensure its accuracy. [The Standard – 11.1]	October 2014	<p>The majority of the work necessary to ensure accuracy of the database has now been done. However, some further work is necessary regarding accuracy of risk ratings.</p> <p>This is being done as part of FCC's own action plan and as</p>	Prior to the FSA audit all relevant premises were contacted to review their current feed activities and to reassess risk. The Feed premises database has been	The previously referred to Three Year Plan to address unrated premises has now been superseded by the requirements of the 2015/16 North Wales

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 157</p>		<p>part of a NWHoTS action plan that identifies this as an area for improvement as one of its three priorities to improve feed service delivery across North Wales.</p>	<p>updated based on this. This work has continued following the audit and in response to FSA recommendations made at the time, and has included a further review of registered feed premises to ensure accuracy. Premises currently unrated are included in a three year plan to ensure accuracy of assessed risk.</p>	<p>Feed Service Delivery Plan. During 2015/16 this will involve a total of 74 premises being inspected rather than the original figure of 100. This revision has been approved by FSA Wales under the 2015/16 FSA Wales Funded Plan.</p>
<p>12.42(i) Set up, maintain and implement a documented feed sampling programme having regard to any centrally issued or relevant guidance and the relevant Code of Practice, [The Standard - 12.4]</p>	<p>Pending</p>	<p>There is currently no available budget to undertake a feed sampling programme within the budget of the AH&amp;HP team. However, Flintshire are part of an NWHoTS bid for funding made in March 2014 to FSA Wales (outcome still pending (July 2014). This forms part of the two feed service delivery projects proposed by NWHoTS as collaborative approach to improving feed service delivery across North Wales. Sampling of Feed is one of NWHoTS three</p>	<p>Flintshire are currently awaiting the outcome of an NWHoTS bid made in March 2014 to FSA Wales for funding in support of a North Wales wide intelligence led feed sampling programme for 2014/15. The aim of this approach is to target any identifiable problem areas with the limited resource</p>	<p>During 2014/15 Flintshire secured FSA Wales funding via two North Wales Collaboration Projects for feed sampling and samples were taken for presence of heavy metals and dioxins.</p> <p>Under the FSA Wales funded North Wales Feed Service</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
Page 158		<p>priorities for improvement in feed service delivery for 2014/15. Delivery of a sampling programme will be subject to receipt of grant funding from FSA Wales through NWHoTS, and the level will be dependent on how much grant is received. Otherwise any sampling to be undertaken would be dependent on FCC making funding available.</p>	available to achieve maximum effect.	<p>Delivery Plan there is currently no planned Sampling Work for 2015/16. The focus of sampling feed across Wales for 2015/16 is on Points of Entry to Wales and is therefore focused on the South and West Wales Sea Ports. However, FSA Wales have stated this may be subject to review and therefore sampling projects may be identified and undertaken later on in the year.</p>
12.12(ii) Review, update where necessary, maintain and implement the documented sampling procedures in respect of the procurement and preservation of samples (food), continuity of evidence (feed) in accordance with the relevant Codes of Practice and centrally issued guidance. [The Standard - 12.5]	August 2014	<p><u>Food</u></p> <p>The Food Hygiene Sampling Procedure will be amended to cover specific instructions on the storage of food samples following sampling. This was already in place at the time of audit for the Food Standards Sampling Procedure.</p>	The Food Hygiene Sampling Procedure is currently being amended to include this additional safeguard.	Done

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
<p style="text-align: center;">Page 159</p>		<p>The Food Sampling Policy already sets out the information on procurement of samples.</p> <p><u>Feed</u></p> <p>Review of sampling procedure to be conducted considering all points raised by FSA.</p>	<p>Reference to the preservation of the chain of evidence in the form of sample security sealing has been incorporated into our feed sampling procedure. More generally work on feed procedures to ensure consistency and uniformity across Wales is currently being undertaken on behalf of all 22 local authorities by a WHoTS working group in conjunction with FSA Wales. Target date for delivery is currently late 2014. FCC advised by FSA to await this rather than develop own procedures.</p>	<p>Please see the above note at 7.50 (iii) regarding feed procedures.</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
14.8 (i) Ensure the feed incidents procedure includes out-of-hours contact arrangements and guidance for officers on responding to feed alerts notified by the FSA. [The Standard – 14.1]	August 2014	Procedure to be reviewed in line with FSA's comments. There are no formal out of hours arrangement in place. However, details of current out of hours arrangements (as per animal health/disease incidents dealt with by AH&HP Team) through Call-Connect to be shared with FSA.	Procedure in process of being reviewed.	Up-to-date contact details for out-of-hours have now been shared with FSA, while procedure is being amended as per 7.50 (iii) above.
15.14 (i) Ensure that food hygiene law enforcement is carried out in accordance with the Food Law Code of Practice, centrally issued guidance and the authority's own documented procedures. [The Standard -15.2 & 15.3]	Completed	a) The team are to attend Enforcement Sanctions training in May 2014. b) Explanations to always be recorded on premises file when procedure has been deviated from.	Review has been undertaken of detailed points raised by the FSA audit and corrective measures put in place where necessary.	NFA
15.14(ii) Ensure all enforcement decisions are made following consideration of the authority's enforcement policy and the reasons for departure from the policy are documented. [The Standard -15.4]	Completed	This recommendation relates to there not being explicit explanation as to why a food business operator had not been prosecuted instead of being served with a hygiene improvement notice.	The aide memoir form had already been amended prior to the audit to include a section on enforcement action and rationale.	NFA
Food Hygiene 16.7(i) Record, with reasons any deviations from set procedures. [The Standard – 16.1]	Completed	This recommendation relates to instances of audit reports being sent out after 14 days to the food business operator but there being no explanation for the delay in it being sent recorded on file.	The Team Leader had already introduced a system for identifying when reports are being sent out to ensure	NFA



TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
		In future deviations on the reports being sent out later will be recorded on file.	that reports were being sent out within 14 days in compliance with the Food Hygiene Rating Scheme. Any deviation on reports going out is recorded on the database.	
<p><u>Food Standards</u> 16.15(i) Maintain up to date and accurate records in retrievable form on all food establishments in its area in accordance with the Food Law Code of Practice and centrally issued guidance. These records shall include reports of all interventions/inspections, the determination of compliance with legal requirements made by the authorised officer, details of action taken where non-compliance was identified, details of any enforcement action taken, and relevant food registration information. [The Standard -16.1]</p>	By end of March 2015	<p>This recommendation relates to:</p> <ul style="list-style-type: none"> <li>a.) Paper-based premises files not being available for all premises in relation to Food Standards.</li> <li>b.) The database records not being comprehensive.</li> <li>c.) Inspection report forms not giving a breakdown of legal contraventions and what was only recommendation.</li> <li>d.) The report of inspection form did not have all the information on it that it is supposed to have.</li> </ul> <p>Improvements:-</p> <ul style="list-style-type: none"> <li>a.) Merge premises files between Food Hygiene and Food Standards.</li> <li>b.) Database records to be comprehensive by scanning on all documents</li> </ul>	<p>All team members are now in the same office. This has allowed the merging of premises files to start. Food Safety already had a file for each premises and so Food Standards information is being put on to these same files. All documents are being scanned on to the database as part of the new Mobile and Agile working practice. Prior to the audit, documented instruction had been given to ensure there was a clear distinction between</p>	By end of March 2016

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
		<p>as of February 2014.</p> <p>c.) Provide a clear distinction between legal contravention and recommendation.</p> <p>d.) Devise a new report of inspection form for Food Standards and set up a template letter for use, similar to Food Hygiene templates.</p>	<p>legal contravention and recommendation. This is also being monitored by the Team Leader.</p> <p>Quotes have been requested for the alterations to be made to the Food Standards Inspection Form.</p>	<p>Awaiting printing</p>
<p>Filed Page 152</p> <p>16.18(i) Maintain up to date, accurate records in a retrievable form on all relevant feed establishments and imported feed in accordance with the Feed Law Enforcement Code of Practice and centrally issued guidance. These records should include reports of all interventions / inspections, the determination of compliance with legal requirements made by the officer and details of action taken. [The Standard – 16.1]</p>	<p>Ongoing</p>	<p>These records now exist for all work completed since the FSA audit. However, recognise this needs to be maintained fully.</p>	<p>All feed work undertaken incorporates use of FSA inspection forms, use of a manual filing system for paper records, and updating of the feed premise database to record all work conducted.</p>	<p>Ongoing</p>
<p>16.18(ii) Ensure records and intervention / inspection reports are kept for at least 6 years. [The Standard - 16.2]</p>	<p>Completed</p>	<p>This is now being done</p>	<p>This is being done.</p>	<p>Ongoing</p>

TO ADDRESS (RECOMMENDATION INCLUDING STANDARD PARAGRAPH)	BY (DATE)	PLANNED IMPROVEMENTS	ACTION TAKEN TO DATE (June 2014)	UPDATE ON ACTION PLAN PROGRESS (as at June 2015)
19.16(i) Implement the documented internal monitoring procedures for feed and maintain records of internal monitoring for at least two years. [The Standard – 19.1 and 19.3]	Completed.	This is now being done	This is being done.	Ongoing

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## FOR INFORMATION

### FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** **CABINET**

**DATE:** **TUESDAY, 14 JULY 2015**

**REPORT BY:** **CHIEF EXECUTIVE**

**SUBJECT:** **EXERCISE OF DELEGATED POWERS**

#### **1.00 PURPOSE OF REPORT**

1.01 To inform Members of action taken under delegated powers.

#### **2.00 BACKGROUND**

2.01 At the Executive Meeting held on 31<sup>st</sup> October, 2000 it was agreed that one of the standard agenda items at each Executive should be a report on the "Exercise of Delegated Powers".

#### **3.00 RECOMMENDATION**

3.01 Members note the details of actions taken under the "Exercise of Delegated Powers".

#### **4.00 FINANCIAL IMPLICATIONS**

4.01 As detailed in each report.

#### **5.00 ANTI-POVERTY IMPACT**

5.01 As detailed in each report.

#### **6.00 ENVIRONMENTAL IMPACT**

6.01 As detailed in each report.

#### **7.00 EQUALITIES IMPACT**

7.01 As detailed in each report.

#### **8.00 PERSONNEL IMPLICATIONS**

8.01 As detailed in each report

#### **9.00 CONSULTATION REQUIRED**

9.01 Not applicable

#### **10.00 CONSULTATION UNDERTAKEN**

10.01 Not applicable

## **11.00 APPENDICES**

11.01 Summary of Decisions taken under Delegated Powers.

### **LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

Background documents: See individual report.

Contact Officer: Detailed on the individual reports.

**EXERCISE OF DELEGATED POWERS – DECISIONS TAKEN**

**Community and Enterprise**

- **Housing (Wales) Act 2014 – Homelessness and the Test of Intentionality**  
Upon the date at which this delegated powers decision is signed, the decision, made by Flintshire County Council's Cabinet on 17 March 2015, is reaffirmed. In accordance with its powers Section 78 of the Housing (Wales) Act 2014, "the Authority should still have regard to the homelessness intentionality test and that this will be reviewed regularly". The Welsh Government's Minister for Housing, Regeneration, and Tackling Poverty will be notified of the reaffirmation of the Flintshire County Council Cabinet decision.

Copies of the Delegated Powers reports are on deposit in the Team Manager's Room, Committee Services

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**FLINTSHIRE COUNTY COUNCIL FORWARD WORK PROGRAMME ITEMS  
COUNCIL, CABINET, AUDIT AND OVERVIEW & SCRUTINY  
JULY 2015 TO DECEMBER 2015**

<b>COMMITTEE</b>	<b>MEETING DATE</b>	<b>CHIEF OFFICER PORTFOLIO</b>	<b>AGENDA ITEM &amp; PURPOSE OF REPORT</b>	<b>REPORT TYPE (Strategic or Operational) (Cabinet only)</b>	<b>PORTFOLIO (Cabinet only)</b>
Community and Enterprise Overview & Scrutiny Committee	8 July 2015	Community and Enterprise	<b>Year End Chief Officer Performance Report (Community and Enterprise)</b> To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		
Community and Enterprise Overview & Scrutiny Committee	8 July 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Community and Enterprise Overview & Scrutiny Committee	8 July 2015	Overview and Scrutiny	<b>Forward Work Programme (Community &amp; Enterprise)</b> To consider the Forward Work Programme of the Community & Enterprise Overview & Scrutiny Committee.		
Community and Enterprise Overview & Scrutiny Committee	8 July 2015	Community and Enterprise	<b>Community and Enterprise Service Re-structure</b> To present to the Committee the proposed new structure for the Community and Enterprise Service		
Education and Youth Overview & Scrutiny Committee	9 July 2015	Education and Youth	<b>Year End Chief Officer Performance Report (Education and Youth)</b> To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Education and Youth Overview & Scrutiny Committee	9 July 2015	Education and Youth	<b>School Improvement Strategy</b> To consider the School Improvement Strategy		
Education and Youth Overview & Scrutiny Committee	9 July 2015	Education and Youth	<b>Education for All Task &amp; Finish Group</b> To enable the Committee to consider setting up a Education for All Task & Finish Group		
Education and Youth Overview & Scrutiny Committee	9 July 2015	Education and Youth	<b>Forward Work Programme (Education &amp; Youth)</b> To consider the Forward Work Programme of the Education & Youth Overview & Scrutiny Committee		
Education and Youth Overview & Scrutiny Committee	9 July 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report (Education and Youth)</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13 July 2015	Chief Executive's	<b>Medium Term Financial Strategy</b> To present part one of the latest revision of the Medium Term Financial Strategy which sets out the financial forecast for the Council for 2015-2018.		
Corporate Resources Overview & Scrutiny Committee Page 972	13 July 2015	Chief Executive's	<b>REVENUE AND CAPITAL BUDGET MONITORING 2014/15 (OUTTURN)</b> To provide Members with the final outturn position for 2014/15 for the Council Fund and Housing Revenue Account (HRA) for both Revenue and Capital.		
Corporate Resources Overview & Scrutiny Committee	13 July 2015	Chief Executive's	<b>REVENUE BUDGET MONITORING 2015/16</b> To provide Members with the first available budget monitoring information for the Council Fund and Housing Revenue Account (HRA) for 2015/16.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13 July 2015	Chief Executive's	<p><b>Management of the Workforce Change Programme</b></p> <p>To present the internal self-assessment of our performance in managing our first major programme of workforce reduction against the recommendations of the Wales Audit Office in its recent national study of public sector practice and performance.</p>		
Corporate Resources Overview & Scrutiny Committee	13 July 2015	Governance	<p><b>Restructure of ICT Service</b></p> <p>To approve the streamlined establishment structure for the IT Service</p>		
Corporate Resources Overview & Scrutiny Committee	13 July 2015	Chief Executive's	<p><b>Single Status Closure Report</b></p> <p>To present the closure report on the Single Status project, outline the work-streams to be continued post project closure, and to report the financial outcomes of the implementation of the Single Status Agreement.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Corporate Resources Overview & Scrutiny Committee	13 July 2015	Overview and Scrutiny	<b>Forward Work Programme (Corporate Resources)</b> To consider the Forward Work Programme of the Corporate Resources Overview & Scrutiny Committee.		
Cabinet	14 July 2015	People and Resources	<b>Capital Programme 2014/15 (Outturn)</b> To provide Members with the outturn capital programme information for 2014/15.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	14 July 2015	Finance	<b>REVENUE BUDGET MONITORING 2014/15 (OUTTURN)</b> To provide Members with the final outturn position for 2014/15 for the Council Fund and Housing Revenue Account (HRA)	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	14 July 2015	Finance	<b>REVENUE BUDGET MONITORING 2015/16</b> To provide Members with the first available budget monitoring information for the Council Fund and Housing Revenue Account (HRA) for 2015/16.	Operational	Leader of the Council and Cabinet Member for Finance
Cabinet	14 July 2015	People and Resources	<b>Prudential Indicators - Actual 2014/15</b> To provide Members with 2014/15 (actual) Prudential Indicator figures as required under the Prudential Code for Capital Finance in Local Authorities (the Prudential Code).	Operational	Leader of the Council and Cabinet Member for Finance

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	14 July 2015	Planning and Environment	<p><b>FOOD SERVICE PLAN FOR FLINTSHIRE COUNTY COUNCIL</b></p> <p>To see Member approval for the Food Service Plan for Flintshire County Council, which the Constitution Committee of the Council determined should be approved at Executive level in January 2011, as per The Framework Agreement on Official Feed and Food Controls by Local Authorities (Amendment 5 April 2010)</p>	Operational	Cabinet Member for Waste Strategy, Public Protection and Leisure
Cabinet	14 July 2015	Social Services	<p><b>Residential Care Home Provision</b></p> <p>To seek Cabinet approval to begin a review of Residential Care Home Provision in Flintshire.</p>	Strategic	Cabinet Member for Social Services



COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	14 July 2015	Community and Enterprise	<b>Community and Enterprise Senior Management Restructure</b> To seek approval of Cabinet for a new management structure in Community & Enterprise.	Strategic	Cabinet Member for Corporate Management, Cabinet Member for Economic Development, Cabinet Member for Housing
Cabinet	14 July 2015	Community and Enterprise	<b>Compulsory Purchase of a Property</b> Formal request of approval to utilise Compulsory Purchase Order Powers to acquire 231-235 High Street, Connah's Quay	Operational	Cabinet Member for Housing
Audit Committee	15 July 2015	Organisational Change	<b>Asset Disposals and Capital Receipts Generated 2012/13 - 2014/15</b> To update the Audit Committee on Capital receipts and Assets.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	15 July 2015	Finance	<p><b>Treasury Management Annual Report 2014/15 and 2015/16 Quarter 1 Update</b>            To present the Annual Report on the Council's Treasury Management Policy, Strategy and Practices 2014/15 and to provide an update on Treasury Management activity in 2015/16 to the end of June 2015.</p>		
Audit Committee	15 July 2015	Governance	<p><b>Annual Governance Statement</b>            For the committee to consider and approve the draft Annual Governance Statement for 2014/15</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	15 July 2015	Finance	<p><b>Supplementary Financial Information to Draft Statement of Accounts 2014/15</b></p> <p>To provide Members with supplementary financial information to accompany the Draft Statement of Accounts 2014/15.</p>		
Audit Committee	15 July 2015	Finance	<p><b>Draft Statement of Accounts 2014/15</b></p> <p>To present the Statement of Accounts 2014/15 (subject to audit) for Members' information only at this stage.</p>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	15 July 2015	Governance	<b>WASTE MANAGEMENT INVESTIGATION - INTERNAL AUDIT REPORT</b> To inform the Committee about the impact of the investigation on the Streetscene Service. To provide assurance to members on the wider corporate implementation of recommendations from the report.		
Audit Committee	15 July 2015	Governance	<b>Waste Management Investigation</b> For the committee to receive and consider the results of the waste management investigation.		
Audit Committee	15 July 2015	Governance	<b>Action Tracking</b>	All Report Types	
Audit Committee	15 July 2015	Governance	<b>Forward Work Programme</b>		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	15 July 2015	Streetscene and Transportation	<b>Vehicle Management System Policy</b> To seek Scrutiny comments on the adoption of a Vehicle Management System Policy.		
Environment Overview & Scrutiny Committee	15 July 2015	Overview and Scrutiny	<b>Year End Improvement Plan Monitoring Report</b> To note and consider elements of the 2014/15 Year End Improvement Plan Monitoring Report. The report covers the period January - March 2015.		
Environment Overview & Scrutiny Committee	15 July 2015	Planning and Environment	<b>Year End Chief Officer Performance Report (Planning and Environment)</b> To note and consider the 2014/15 Year End Performance Report produced at the Chief Officer level under the adopted business model of the Council. The report covers the period January - March 2015.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Organisational Change Overview & Scrutiny Committee	21 July 2015	Organisational Change	<b>Community Asset Transfer</b> To apprise Members of the current position on Community Asset Transfers (CAT)		
Social & Health Care Overview & Scrutiny Committee	23 July 2015	Social Services	<b>CSSIW Safeguarding and Care Planning Looked After Children progress report to include update on the demands on Children's Services</b> To receive a progress report		
Social & Health Care Overview & Scrutiny Committee	23 July 2015	Social Services	<b>Fostering Services Inspection Report</b> To receive a report on the CSSIW Fostering Services Inspection Report		
Social & Health Care Overview & Scrutiny Committee	23 July 2015	Social Services	<b>Review of Adoption Services following implementation</b> Progress report on the Adoption Services		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Social & Health Care Overview & Scrutiny Committee	23 July 2015	Overview and Scrutiny	<b>Forward Work Programme (Social Care &amp; Health)</b> To consider the Forward Work Programme of the Social Care & Health Overview & Scrutiny Committee.		
Flintshire County Council	23 July 2015		<b>Police &amp; Crime Commissioner for North Wales</b>		
Flintshire County Council	23 July 2015	Finance	<b>FINANCIAL PROCEDURE RULES</b> To provide County Council with the proposed updated Financial Procedure Rules (FPR's) as detailed in Appendix A following consideration by the Audit Committee and Constitution Committee.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Flintshire County Council	23 July 2015	Governance	<p><b>Request to Change the Name of a Council</b>            For Council to consider a request from Gwernaffield Community Council to change its name to Gwernaffield and Pantymwyn Community Council.</p>		
August					
September					
Corporate Resources Overview & Scrutiny Committee	10 September 2015	Chief Executive's	<p><b>LSB &amp; Strategic Partnerships Performance - End of Year Report 2014/15</b>            To note the status of each of the strategic partnerships and to note and endorse the end of year assessments for the progress of the Local Service Board Priorities.</p>		



COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	15 September 2015	Chief Executive's	<b>Clwyd Theatre Cymru</b> This will cover endorsement of the annual business plan and the Arts Council of Wales funding application (both of which have been approved by the Theatre Board).	Operational	Cabinet Member for Corporate Management
Cabinet	15 September 2015	Community and Enterprise	<b>Business Rates - Write Off</b> To seek approval to write off a single business rate debt.	Operational	Cabinet Member for Corporate Management
Cabinet	15 September 2015	Finance	<b>Treasury Management Annual Report 2014/15</b> To present to Members the draft Annual Treasury Management Report for 2014/15.	Operational	Cabinet Member for Corporate Management
Cabinet	15 September 2015	Streetscene and Transportation	<b>Review of Winter Maintenance Policy</b> To undertake a 2 yearly review of the Winter Maintenance Policy.	Strategic	Deputy Leader of the Council and Cabinet Member for Environment

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Cabinet	15 September 2015	Streetscene and Transportation	<b>Vehicle Tracking Policy</b> To seek Cabinet approval of the Council's Vehicle Tracking Policy	Operational	Deputy Leader of the Council and Cabinet Member for Environment
Environment Overview & Scrutiny Committee	16 September 2015	Streetscene and Transportation	<b>Streetscene Next Steps</b> To review the Streetscene standards (including drain cleaning policy & weeding policy, cycle path maintenance, flytipping, recycling e.g. tetrapak, etc.)		
Environment Overview & Scrutiny Committee	16 September 2015	Streetscene and Transportation	<b>Introduction of Zero Tolerance for Littering</b> To inform Members of the steps needed before the introduction of a zero tolerance approach to littering		
Environment Overview & Scrutiny Committee	16 September 2015	Overview and Scrutiny	<b>Forward Work Programme (Environment)</b> To consider the Forward Work Programme of the Environment Overview & Scrutiny Committee.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Environment Overview & Scrutiny Committee	16 September 2015	Streetscene and Transportation	<b>Review of Winter Maintenance</b> To undertake a 2 yearly review of the Winter Maintenance Policy		
Education and Youth Overview & Scrutiny Committee	17 September 2015	Education and Youth	<b>School Service Level Agreements</b> To provide Members with the final proposals for School Service Level Agreements		
Audit Committee	24 September 2015	Finance	<b>Statement of Accounts 2014/15</b> To present to Members of the Audit Committee the Statement of Accounts for 2014/15, incorporating those changes agreed with Wales Audit Office (WAO) during the course of the audit.		

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
Audit Committee	24 September 2015	Finance	<b>Supplementary Financial Information to Statement of Accounts 2014/15</b> To provide Members with supplementary financial information to accompany the Statement of Accounts 2014/15.		
Audit Committee	24 September 2015	Finance	<b>Statement of Accounts 2014/15</b> To seek Members' approval of the final Statement of Accounts for 2014/15.		
Flintshire County Council	24 September 2015	Finance	<b>Treasury Management Annual Report 2014/15</b> To present to Members the Annual Treasury Management Report for 2014/15.		
October					

COMMITTEE	MEETING DATE	CHIEF OFFICER PORTFOLIO	AGENDA ITEM & PURPOSE OF REPORT	REPORT TYPE (Strategic or Operational) (Cabinet only)	PORTFOLIO (Cabinet only)
November					
December					

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